



**Clackmannanshire
Council**

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Kilncraigs, Alloa, Scotland, FK10 1EB (Tel.01259-450000)

Meeting of Clackmannanshire Council

Thursday 13 August 2015 at 10.00 am.

**Venue: Council Chamber, Patons Building,
Kilncraigs, Greenside Street, Alloa, FK10 1EB**

Contact Strategy and Customer Services, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB
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Date	Time
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Clackmannanshire Council

There are 32 Unitary Councils in Scotland. Clackmannanshire Council is the smallest mainland Council. Eighteen Councillors are elected to represent the views of the residents and businesses in Clackmannanshire. The Council has approved Standing Orders that detail the way the Council operates. Decisions are approved at the 9 weekly meetings of the full Council and at Committee Meetings.

The Council is responsible for approving a staffing structure for the proper discharge of its functions, approving new policies or changes in policy, community planning and corporate governance including standards of conduct.

The Council has further responsibility for the approval of budgets for capital and revenue expenditure, it also has power to make, alter or cancel any scheme made under statute and to make, alter or cancel any orders, rules, regulations or bye-laws and to make compulsory purchase orders. The Council also determines the level of Council Tax and approves recommendations relating to strategic economic development.

Members of the public are welcome to attend our Council and Committee meetings to see how decisions are made.

Details of all of our Council and Committee dates and agenda items are published on our website at www.clacksweb.org.uk

If you require further information about Council or Committee meetings, please contact Strategy and Customer Services by e-mail at customerservice@clacks.gov.uk or by telephone on 01259 452106 or 452004.

05 August 2015

A MEETING of the CLACKMANNANSHIRE COUNCIL will be held within the Council Chamber, Patons Building, Kilncraigs, Alloa, FK10 1EB, on THURSDAY 13 AUGUST 2015 at 10.00 am.

**ELAINE MCPHERSON
Chief Executive**

B U S I N E S S

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1. Apologies	--
2. Declaration of Interests	--
<i>Elected Members are reminded of their obligation to declare any financial or non-financial interest which they may have in any item on this agenda in accordance with the Councillors' Code of Conduct. A Declaration of Interest form should be completed and passed to the Committee Officer.</i>	
3. Confirm Minutes of Meeting of Clackmannanshire Council held on Thursday 25 June 2015 (Copy herewith)	05
4. Committee Meetings Convened Since the Previous Council Meeting on 25/06/15 (<i>For information only</i>)	- -
(a) Education Appeals Committee (x4) 29/06/15	
(b) Regulatory Committee 30/06/15	
(c) Planning Committee 02/07/15	
(d) Licensing Board 07/07/15	
5. Workforce Committee - report by Chief Executive (Copy herewith)	15
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Clackmannanshire Council – Councillors and Wards

Councillors

Wards

Provost	Tina Murphy	1	Clackmannanshire West	SNP
Councillor	George Matchett, QPM	1	Clackmannanshire West	LAB
Councillor	Les Sharp	1	Clackmannanshire West	SNP
Councillor	Jim Stalker	1	Clackmannanshire West	LAB
Councillor	Donald Balsillie	2	Clackmannanshire North	SNP
Councillor	Archie Drummond	2	Clackmannanshire North	INDP
Councillor	Walter McAdam, MBE	2	Clackmannanshire North	SNP
Councillor	Bobby McGill	2	Clackmannanshire North	LAB
Councillor	Derek Stewart	3	Clackmannanshire Central	LAB
Councillor	Graham Watt	3	Clackmannanshire Central	LAB
Councillor	Gary Womersley	3	Clackmannanshire Central	SNP
Councillor	Janet Cadenhead	4	Clackmannanshire South	LAB
Councillor	Kenneth Earle	4	Clackmannanshire South	LAB
Councillor	Ellen Forson	4	Clackmannanshire South	SNP
Councillor	Craig Holden	4	Clackmannanshire South	SNP
Councillor	Alastair Campbell	5	Clackmannanshire East	CONS
Councillor	Irene Hamilton	5	Clackmannanshire East	SNP
Councillor	Kathleen Martin	5	Clackmannanshire East	LAB

MINUTES OF MEETING of the CLACKMANNANSHIRE COUNCIL held within the Council Chamber, Patons Building, Kilncraigs, ALLOA, FK10 1EB, on THURSDAY 25 JUNE 2015 at 10.00 am.

PRESENT

Provost Tina Murphy (In the Chair)
Councillor Donald Balsillie
Councillor Janet Cadenhead
Councillor Archie Drummond
Councillor Kenneth Earle
Councillor Ellen Forson
Councillor Irene Hamilton
Councillor Craig Holden
Councillor Kathleen Martin
Councillor George Matchett, QPM
Councillor Bobby McGill
Councillor Les Sharp
Councillor Jim Stalker
Councillor Derek Stewart
Councillor Graham Watt
Councillor Gary Womersley

IN ATTENDANCE

Elaine McPherson, Chief Executive
Nikki Bridle, Depute Chief Executive
Garry Dallas, Executive Director
Stephan Coulter, Head of Resources and Governance
Stuart Crickmar, Head of Strategy and Customer Services
Kevin Kelman, Assistant Head of Education
Ahsan Khan, Head of Housing and Community Safety
Gordon McNeil, Head of Development and Environment
Lindsay Sim, Chief Accountant
Andrew Wyse, Team Leader, Legal Services (Clerk to the Council)

In terms of Standing Order 11.6, the Provost intimated that an item of urgent business in relation to the Local Government Pensions Scheme had been submitted by the Head of Resources and Governance. In terms of Standing Order 11.7, the Provost intimated that this matter would be accepted onto the agenda and would be considered as agenda item 16A for the reason that it relates to the statutory requirement under Regulation 58 of the Local Government Pension Scheme (Scotland) Regulations 2014 that the Council as a Scheme Employer publishes a Pensions Discretionary Functions Policy before 1 July 2015. To ensure compliance with that statutory timescale, the matter requires to be considered at this meeting of the Council.

CC.309 APOLOGIES

Apologies for absence were received from Councillor Alastair Campbell.

CC.310 DECLARATIONS OF INTERESTS

Councillor Bobby McGill and Councillor Gary Womersley declared an interest in agenda item 17 (Sale of Land - Dumyat Business Park) as Directors (non remunerated) of CSBP Clackmannanshire Development Ltd. Councillor Craig Holden also declared an interest in this item.

CC.311 MINUTE OF MEETING OF THE CLACKMANNANSHIRE COUNCIL HELD ON 14 MAY 2015

The minutes of the Meeting of the Clackmannanshire Council held on 14 May 2015 were submitted for approval.

Decision

The minutes of the meeting of the Clackmannanshire Council held on Thursday 14 May 2015 were agreed as a correct record of proceedings and signed by the Provost.

CC.312 COMMITTEE MEETINGS CONVENED SINCE THE PREVIOUS COUNCIL MEETING ON 14 MAY 2015

The Council agreed to note the committee meetings that had taken place since the last Council meeting on 14 May 2015.

- (a) Enterprise and Environment Committee 21/05/15
- (b) Licensing Board 26/05/15
- (c) Planning Committee 28/05/15
- (d) Housing, Health and Care Committee 04/06/15
- (e) Education Appeals Committee 09/06/15, 22/06/15 & 23/06/15
- (f) Resources and Audit Sub Committee 10/06/15
- (g) Education, Sport and Leisure Committee 11/06/15
- (h) Resources and Audit Committee 18/06/15

CC.313 NOTIFICATION OF CHANGES TO STANDING ORDERS

Notice was given by Councillor Les Sharp at the meeting of the Council on Thursday 14 May 2015 under Standing Order 20.7, of intention to bring to Council proposals to amend Standing Orders.

No such proposals have been submitted and, therefore, no substantive report was submitted to this meeting.

CC.314 LEADER'S BRIEFING

A briefing report was submitted by the Leader of the Council which covered the period from May 2015 to June 2015. The purpose of the report was to inform all elected members of a range of issues and activities which the Council Leader had been engaged with in the past quarter and to assist in raising awareness amongst members of a number of matters which affect the Council or the area and, as such, inform future workstreams.

The Council agreed to note the information set out in the Leader's briefing report.

CC.315 COMMITTEE RECOMMENDATIONS REFERRED TO COUNCIL

A report which sought Council approval of recommendations which have been made by committees during the April-June 2015 cycle of meetings was submitted by the Chief Executive.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

The Council agreed:

1. From the Housing, Health and Care Committee of 4th June 2015 in relation to the report entitled "*Autism Strategy and Action Plan for Stirling and Clackmannanshire*"
 - To approve the Stirling and Clackmannanshire Autism Strategy and Action Plan.
2. From the Resources and Audit Sub Committee of 10 June 2015 in relation to the report entitled "*Forward Plan 2015/16*"
 - To approve the Forward Plan for 2015/16.

Action

Chief Executive

CC.316 DRAFT FINANCIAL STATEMENTS 2014/15

A report was submitted by the Depute Chief Executive which indicated that by law, the Council is required to prepare a statement of accounts in accordance with "proper practices" which set out its financial position at the end of each financial year. This is defined as meaning compliance with the terms of the Code of Practice on Local Authority Accounting in the United Kingdom prepared by the CIPFA/LASAAC Joint Committee.

The Depute Chief Executive advised the Council of a correction to the report on page 27 at paragraph 3.7 (second sentence). This should be amended to read, "The surplus achieved in the year compared to budget was £1.977m which is an increase in the surplus of £1.207m reported to the Resources and Audit Committee in April." The Depute Chief Executive confirmed that this figure was quoted correctly in the management commentary on page 12 of the Draft Accounts.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

The Council agreed to:

- (1) note the new requirement to produce a management commentary in place of the Explanatory Foreword as an introduction to the Council's financial statements.
- (2) approve the 2014/15 draft Financial Statements as presented to the 19 June 2015 elected member briefing and summarised in the report.

- (3) approve the 2014/15 Clackmannanshire Council Sundry Trust Funds Draft Report and Financial Statements as presented to the 19 June 2015 elected member briefing and summarised in the report.
- (4) approve the submission of the draft Financial Statements to the Controller of Audit no later than 30 June 2015.
- (5) note that finalised audited financial statements will be presented to the Resources and Audit Committee in September 2015.
- (6) otherwise note the contents of the report.

In relation to the Sundry Trust Funds in respect of Tillicoultry Old Age Pensioners Outing Fund and Old Folks Welfare Fund. Councillor Archie Drummond proposed that given that these funds are specific to Tillicoultry and district, the Council invites Tillicoultry, Coalsnaughton and Devonside Community Council to take over the administration of these funds.

The Clerk advised that officers would require to look at the terms of the original documents that set up these Funds to ensure that this proposal was competent.

Action

Head of Resources and Governance

CC.317 ANNUAL TREASURY REPORT 2014/15

A report which detailed Treasury Management activities for the Council for 2014/15 was submitted by the Depute Chief Executive.

Motion

That Council notes and considers the Annual Report 2014/15 of the Council's Treasury Management activities.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

Having commented on and challenged the report, the Council agreed to note and consider the Annual Report 2014/15 of the Council's Treasury Management activities.

CC.318 ANNUAL REVIEW OF DEBTORS 2014-15

A report which provided Council with an update on income collection and made proposals to write off those arrears classified as irrecoverable or 'bad debts' was submitted by the Head of Housing and Community Safety. The report also set out the main improvement actions currently being undertaken to improve performance.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

Having commented on and challenged the matters raised in the report, the Council agreed to:

- (1) note the trends in income collection levels and the related arrears position.
- (2) approve the write off of £436,793 which represents 0.6% of the total Council income raised in the year (reference Table 3 of the report)
- (3) note that ongoing monitoring of performance is being undertaken through the respective Service Committee and through the Resources and Audit Committee.

Action

Head of Housing and Community Safety

CC.319 BUDGET STRATEGY UPDATE

A report which maintained Council's regular update on the medium term financial outlook was submitted by the Depute Chief Executive. The report also provided an update on progress with the Making Clackmannanshire Better programme of activity and the revised engagement and implementation arrangements which were implemented in April 2015.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

Having commented on and challenged the report, the Council agreed to note:

- (1) the key political commitments arising from the outcome of the UK Government election in May 2015.
- (2) the prevailing ongoing uncertainty impacting medium to long term financial planning and forecasting (paragraphs 3.3 to 3.8 of the report) and the consequent intention to provide a range of financial planning 'scenarios' for Council.
- (3) the 4 June 2015 announcement by the UK Chancellor indicating a further £107m reduction in the Scottish Budget in the current financial year (2015/16).
- (4) updates on discussions with elected members and trade unions in MCB Forums held in May 2015 and June 2015 (paragraphs 4.1 to 4.3 and Appendix A of the report).
- (5) update on progress and plans for scheduled MCB Challenge sessions in June and July 2015 (paragraphs 4.4 and 4.5 of the report).

CC.320 HEALTH AND SOCIAL CARE INTEGRATION SCHEME

A report which sought Council's approval of the revised draft Health and Social Care Integration Scheme for Clackmannanshire Council, Stirling Council and NHS Forth Valley was submitted by the Chief Executive.

The Council noted that Standing Order 17 ("the six month rule") applied to this report. Under this Standing Order, where a decision is required by law it is permitted to bring forward a motion which would alter a Council decision which has been taken within the previous six months.

The Chief Executive pointed out a correction to Appendix 2 (page 143) Section 4 (Local Delivery Arrangements); paragraph 3 to be amended to read, "Clauses 4.9.6 - 4.9.12 have

more detail on how the Board will approach the development of performance targets for non-integrated functions."

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

The Council agreed:

- (1) to note that the Transitional Integration Joint Board signed off the revised Integration Scheme at a special meeting held on 3 June 2015; and
- (2) to approve the revised Integration Scheme for submission to the Scottish Government.

Action

Chief Executive

CC.321 INTEGRATED CHILDREN'S SERVICES PLAN

A report which presented the final plan of the Integrated Children's Services Plan for 2015-2018 and the associated consultation and engagement report, was submitted by the Head of Education. The plan is the first joint Integrated Children's Services Plan developed on behalf of Clackmannanshire and Stirling Community Planning Partnerships and meets the requirements under the Children and Young Persons (Scotland) Act 2014 to set out plans for the provision of Children's Services in Clackmannanshire.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Ellen Forson. Seconded by Councillor Donald Balsillie.

Decision

Having commented on and challenged the report, the Council agreed:

- (1) to approve the Joint Integrated Children's Services Plan (Appendix 1 of the report)
- (2) to note the information set out in the consultation and engagement summary report (Appendix 2 of the report).

Action

Head of Education

CC.322 CLACKMANNANSHIRE GAELIC LANGUAGE PLAN 2015-2020

A report which presented Clackmannanshire's Gaelic Language Plan for 2015-2020 was submitted by the Head of Education and Head of Strategy and Customer Services. The plan set out how Clackmannanshire Council will support the development of Gaelic culture and language under the Gaelic Language (Scotland) Act 2005.

Motion

That Council approves Clackmannanshire's Gaelic Language Plan 2015-2020.

Moved by Councillor Ellen Forson. Seconded by Councillor Donald Balsillie.

The Provost adjourned the meeting at this point in the proceedings (1210 hrs). The meeting resumed at 1235 hrs. Sixteen (16) members remained present.

Voting

In terms of Standing Order 14.7, Councillor Archie Drummond asked for a roll call vote. The Council agreed that a vote be taken by calling the roll and at this stage there were 16 members present who were eligible to vote. On the roll being called, the members present voted as follows:

For the Motion (9)

Provost Tina Murphy
Councillor Les Sharp
Councillor Donald Balsillie
Councillor Ellen Forson
Councillor Irene Hamilton
Councillor Craig Holden
Councillor Gary Womersley
Councillor Archie Drummond
Councillor Jim Stalker

Against the Motion (5)

Councillor Kenneth Earle
Councillor Derek Stewart
Councillor Janet Cadenhead
Councillor Bobby McGill
Councillor George Matchett, QPM

Abstentions (2)

Councillor Kathleen Martin
Councillor Graham Watt

Accordingly, the motion was carried by 9 votes to 5 with 2 abstentions.

Decision

On a division of 9 votes to 5 with 2 abstentions, the Council agreed to approve Clackmannanshire's Gaelic Language Plan 2015-2020.

Action

Head of Education/Head of Strategy and Customer Services

CC.323 OCHILS LANDSCAPE PARTNERSHIP

A report which updated the Council on the progress made by the Ochils Landscape Partnership (OLP) and proposals for a successor organisation, Enabling Projects in Clackmannanshire, Supporting Communities (EPIC) was submitted by the Head of Development and Environment. The report described the proposed purpose of EPIC, building on the OLP approach of increasing access to the Ochils, and the proposed use of Section 75 funding from the Burnfoot Hill Windfarm over the next year.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Donald Balsillie. Seconded by Councillor Irene Hamilton.

Decision

The Council agreed to:

- (a) support the principle to establish a successor organisation (EPIC) whose purpose is set out in paragraph 3.12 of the report.
- (b) approve the allocation of Burnfoot Hill Section 75 windfarm money for the next year to:
 - Maintain completed OLP projects
 - Fund a Project Manager and related support to maintain OLP projects, support and develop business plan proposals for EPIC, and continue to take forward access to the Ochil Hills.
- (c) consider a future report setting out proposals for the Council's plan to utilise the S75 windfarm money until 2020, including consideration of EPIC's business plan proposal to access a proportion of that S75 funding.

Action

Head of Development and Environment

CC.324 NOTICE OF MOTION IN TERMS OF STANDING ORDER 16.0 - WORKFORCE ATTENDANCE COMMITTEE

A notice of motion in terms of Standing Order 16.0 was submitted by Councillor Bobby McGill.

In terms of Standing Order 10.9, Councillor Gary Womersley raised a point of order regards the competency of the motion and sought to enquire as to the interpretation of the motion. The Clerk advised that the motion was accepted on the basis of enabling the Council to consider the principle of what was put forward. Against that background, and should the motion be carried, there would require to be a more detailed report back to Council on the implications of establishing a Workforce Attendance Committee, including the impact on the Council's existing Standing Orders.

Motion

That this Council organises a new Workforce Attendance Committee with elected members, pro rata Unions and management with this committee reporting to the Resources and Audit Committee.

Moved by Councillor Bobby McGill. Seconded by Councillor George Matchett, QPM.

Voting

In terms of Standing Order 14.7, Councillor Bobby McGill asked for a roll call vote. The Council agreed that a vote be taken by calling the roll and at this stage there were 16 members present who were eligible to vote. On the roll being called, the members present voted as follows:

For the Motion (8)

Councillor George Matchett, QPM

Councillor Bobby McGill
Councillor Jim Stalker
Councillor Janet Cadenhead
Councillor Graham Watt
Councillor Kathleen Martin
Councillor Derek Stewart
Councillor Kenneth Earle

Against the Motion (8)

Councillor Archie Drummond
Councillor Gary Womersley
Councillor Craig Holden
Councillor Irene Hamilton
Councillor Ellen Forson
Councillor Donald Balsillie
Councillor Les Sharp
Councillor Tina Murphy

Decision

On a division of 8 votes to 8, the motion was defeated on the casting vote of the Provost.

CC.325 LGPS - EMPLOYER'S DISCRETIONARY FUNCTIONS POLICY

A report which sought approval from Council to the Pensions Discretionary Functions Policy and its publication before 1 July 2015 in line with the statutory requirements of the Local Government Pension Scheme (Scotland) Regulations 2014 ("the Regulations") was submitted by the Head of Resources and Governance as an urgent item of business.

In terms of Standing Order 11.7, the Provost intimated the reasons for urgency are detailed in paragraph 3.4 of the report which relate to the statutory requirement under Regulation 58 of the Local Government Pension Scheme (Scotland) Regulations 2014 that the Council as a Scheme Employer publishes a Pensions Discretionary Functions Policy before 1 July 2015. To ensure compliance with that statutory timescale, the matter required to be considered at this meeting of the Council.

Motion

That Council agrees the revised policy and its subsequent publication by 30 June 2015.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

The Council agreed the revised policy and its subsequent publication by 30 June 2015.

Action

Head of Resources and Governance

EXEMPT INFORMATION

The Council resolved in terms of Section 50(A) of the Local Government (Scotland) Act, 1973, that the press and public be excluded from the meeting during consideration of the following item of business on the grounds that it involved the likely disclosure of exempt information as detailed in Schedule 7A, Part 1, Paragraph 6.

Having earlier declared a non-financial interest in the following item, Councillors McGill, Womersley and Holden withdrew from the Chamber during consideration of and voting on this item. Thirteen member remained present.

CC.326 SALE OF LAND - DUMYAT BUSINESS PARK

A report which provided details of an offer that has been received for an area of land at Dumyat Business Park in Tullibody, was submitted by the Head of Development and Environment.

Motion

That Council agrees the recommendation set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Donald Balsillie.

Decision

The Council agreed the recommendations set out in the report.

Action

Head of Development and Environment

Councillors McGill, Womersley and Holden rejoined the meeting at this point in the proceedings. Sixteen (16) members remained present.

CONFIDENTIAL INFORMATION

The press and public were excluded from the meeting during consideration of the following item of business on the grounds that it involved disclosure of confidential information as detailed in paragraph 43 of the Public Contracts (Scotland) Regulations 2006 and s50A(2) of the Local Government (Scotland) Act 1973.

CC.327 NATIONAL HOUSING TRUST INITIATIVE

A report which sought Council approval for the extension of the existing National Housing Trust (NHT) scheme was submitted by the Head of Housing and Community Safety.

Motion

That Council agrees the recommendations set out in the report.

Moved by Councillor Les Sharp. Seconded by Councillor Bobby McGill.

Decision

The Council agreed the recommendations set out in the report.

Action

Head of Housing and Community Safety

Ends 1335 hrs

Report to: Council

Date of Meeting: 13 August, 2015

Subject: Workforce Committee

Report by: Chief Executive

1.0 Purpose

- 1.1. The purpose of this paper is to advise Council of a matter relating to the membership and operation of the Workforce Committee.

2.0 Recommendations

- 2.1. It is recommended that Council:

- a) notes that the main Opposition Group have advised that they will not serve on the Workforce Committee in future;
- b) notes that at the time of writing this report, one of the main Opposition's representatives on the Committee has resigned;
- c) notes that a report will come to the October Council meeting with proposals for the future hearing of employee appeals and trade union disputes; and
- d) notes that should the Committee require to be convened in the interim it can operate on a reduced membership (subject to quorum requirements).

3.0 Considerations

- 3.1 The remit of the Workforce Committee is set out in the Scheme of Delegation as follows: *Hearing appeals by our employees and disputes raised by recognised trade unions, in line with HR policies and procedures. The committee does not have authority to change or make Council policies.*
- 3.2 I have been formally advised by the main Opposition group that it no longer feels it appropriate that any of the group will serve on the Workforce Committee in the future. The main Opposition group is of the view that appeals should be handled by officers rather than by elected members serving on the committee.
- 3.3 Two of the six members of the Workforce Committee are from the main Opposition group (as per the Council's policy on political balance). At the time

of writing this report, one of those members (Councillor Watt) had resigned from the Committee.

- 3.4 A report will now come forward to the October Council meeting with proposals for the hearing of employee appeals and trade union disputes in future. The Committee can still operate with only four members should it be convened (its quorum is three).

4.0 Sustainability Implications

- 4.1 There are no sustainability implications arising directly from this report.

5.0 Resource Implications

5.1 Financial Details

There are no financial implications arising directly from this report.

5.2 Staffing

There are no financial implications arising directly from this report.

6.0 Exempt Reports

- 6.1 Is this report exempt? No

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box)

The Council is effective, efficient and recognised for excellence

- (2) **Council Policies** (Please detail)

N/a

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? N/A

9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

10.0 Appendices

- 10.1 None

11.0 Background Papers

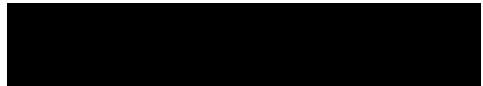
Letter to Chief Executive from main Opposition Leader dated 19 July, 2015

Letter to Chief Executive from Councillor Watt dated 3 August, 2015

author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Elaine McPherson	Chief Executive	

Approved by

NAME	DESIGNATION	SIGNATURE
Elaine McPherson	Chief Executive	

CLACKMANNANSHIRE COUNCIL

Report to Council

Date of Meeting: 13th August 2015

Subject: Budget Strategy Update

Report by: Depute Chief Executive

1.0 Purpose

- 1.1. The purpose of this report is to maintain Council's regular update on the medium term financial outlook. This report also provides an update on progress with the *Making Clackmannanshire Better* programme.

2.0 Recommendations

2.1 It is recommended that Council notes:

- a. the significantly revised UK fiscal outlook (paragraphs 3.1 to 3.4)
- b. the incidence of announced Welfare changes (paragraph 3.5)
- c. that the impact of the July Budget for Scotland will not be clarified until the Autumn Spending Review (Paragraph 3.7)
- d. the three illustrative scenarios provided in relation to the council's net expenditure and indicative funding gap for the period to 2018/19 (Exhibits 1 to 4)
- e. that whilst the profile of reductions in public sector expenditure is potentially smoother than previously anticipated, the position remains extremely challenging
- f. progress and indicative timescales for Budget preparation (Appendix A and paragraphs 4.6 and 4.7)
- g. ongoing investment in improving staff and stakeholder engagement (Appendices B1 and B2 and paragraphs 4.7 to 4.10)

3.0 Financial outlook

- 3.1 Council has received regular updates on the medium term financial outlook in its regular Budget Strategy Update reports. Following the announcement of the UK

Government's second Budget on 8 July, whilst forecasts for the main economic measures such as economic growth, inflation, pay inflation and interest rates have changed little since the March Budget, the UK's fiscal outlook has changed significantly over the same period.

- 3.2 This change has not been caused by the economic outlook which has changed little. It is the impact of policy changes which have radically altered the position. The key policy changes being in respect of extra income derived from higher tax collection and benefits related spending cuts now having been identified, alongside a change in the timing of the shift to fiscal surplus, which has been moved back a year.
- 3.3 The main intended beneficiary of these changes is public service day to day expenditure budgets. Over the period of the new UK Parliament (2015/16 to 2019/20), this budget has been revised upwards by around £83billion. As a consequence, the profile of reductions in public expenditure is very different to that seen in March. In particular, the anticipated reductions in expenditure for 2016/17 have been eased significantly and the medium term profile of reductions now appears to be much smoother than that previously anticipated. Having said that, the incidence of the anticipated reductions remains unchanged, impacting day to day revenue spending rather than capital investment.
- 3.4 The Office for Budgetary Responsibility (OBR) has suggested that: 'On the basis of these provisional plans, the forthcoming Spending Review would be a lot less challenging than it appeared in March.'
- 3.5 The UK Government has identified the source of the £12billion of savings in UK welfare benefits. Key sources are:
 - capping or reducing Universal and Tax Credit related payments (40% of cuts)
 - freezing the uprating of working age benefits, tax credits and Local Housing Allowances for the next 4 years
 - reduction in housing support benefits
 - capping of total benefits paid to a household at £20k (£23k in London)
 - the BBC is also expected to contribute towards the benefit of a free TV licence for those aged over 75 years.
- 3.6 Previous OBR forecasts anticipated a reduction in the Scottish Budget of around £3billion between 2015/16 and 2018/19. More recently, the Scottish Government (using Institute of Fiscal Studies (IFS) analysis), suggested that this was more realistically £2billion. Following this latest Budget announcement, the OBR is now

suggesting a reduction in the Scottish Budget of closer to £1billion between 2015/16 and 2019/20.

- 3.7 The actual impact of these changes following application of the Barnett consequentials will not be known until after the Autumn Spending Review.
- 3.8 The OBR also provides an update on the revenue that will arise from the new Scottish devolved taxes. The OBR's forecast is around £100million higher than the Scottish Government's estimate though the point is made that the difference is not significant given that these are estimates of the introduction of new taxes.

Budget Strategy Implementation

- 4.1 In the June Council Budget Strategy Update report, elected members were notified of the intention to provide more than one scenario when considering the Council's level of net expenditure in the next few years. Clearly there are a range of permutations of the key variables, so efforts have been made to illustrate a Low, Realistic and High position in respect of the key factors. The underpinning assumptions for the three scenarios set out in Exhibits Table 2 to 4 are summarised in Exhibit 1 below:

Exhibit 1: Underpinning assumptions for scenarios 1 to 3

Assumption	Scenario 1 (Exhibit 2) LOW	Scenario 2 (Exhibit 3) REALISTIC	Scenario 3 (Exhibit 4) HIGH
Income: Grant level	Flat cash to 2016/17 2018/19	Cash reduction 0.6% 2016/17, cash reduction 1% and 1.5% in 2017/18 and 2018/19 respectively	Cash reduction 1.3% in 2016/17 and 1.8 % in 2017/18 and 2018/19
Income: Council Tax	0%	0%	0%
Pay inflation	0.5%	1%	1.5%
Inflation	£1m	£1.3m	£1.5m
Demand Pressures	£1m	£1.2m	£1.5m

NB: Shaded boxes reflect current assumptions as presented in previous Budget Strategy reports

- 4.2 Exhibits 2 to 4 below set out the three scenarios. These suggest a potential range in the forecast gap of between £8.5m and £11.5m in 2016/17 and £15.5m to £25.3m

cumulatively over the period to 2018/19. This compares with the previously forecast indicative funding gap of £11.571m in 2016/17 and £23.384million cumulatively to 2018/19. As further information is available from the Autumn Spending Review, forecasts will be rolled out to cover the period to the end of 2019/20.

Exhibit 2: Scenario 1-LOW Indicative budget Gap based to 2018/19

	2016/17	2017/18	2018/19
	£000	£000	£000
Net expenditure	124,165	127,898	131,288
Net Funding	(115,630)	(115,677)	(115,724)
Cumulative indicative Funding Gap	8,535	12,221	15,564
Indicative Annual Gap	8,535	3,686	3,343

Exhibit 3: Scenario 2- REALISTIC Indicative budget Gap to 2018/19

	2016/17	2017/18	2018/19
	£000	£000	£000
Net expenditure	125,042	129,662	133,950
Net Funding	(115,072)	(114,194)	(112,867)
Cumulative indicative Funding Gap	9,970	15,468	21,082
Indicative Annual Gap	9,970	5,498	5,614

Exhibit 4: SCENARIO 3- HIGH Indicative budget Gap to 2018/19

	2016/17	2017/18	2018/19
	£000	£000	£000
Net expenditure	125,918	131,413	136,571
Net Funding	(114,421)	(112,814)	(111,238)
Cumulative indicative Funding Gap	11,498	18,598	25,333
Indicative Annual Gap	11,498	7,100	6,735

- 4.3 The range of outcomes can also be explained by reference to the previously forecast position and the Council's most recent budget setting in February 2015. The previously reported forecast gap, whilst considered to be realistic at the time, is now tending more to the high side of the range of potential assumptions. This makes sense as it flows from the UK Government's pre-July set of fiscal policies. Given that these have now changed significantly, post the 8 July UK Budget announcement, the current Realistic scenario is logically potentially less challenging, and reflects the anticipated potential impact for the public sector outlined in paragraphs 3.3 and 3.4.
- 4.4 Having said that, in absolute terms, the position remains challenging for the Council, especially in the face of the level of savings already made in previous years. In order to deliver its ambition of financial sustainability, the Council must remain committed to its programme of fundamental change through *Making Clackmannanshire Better (MCB)*.
- 4.5 During late June and early July, all services underwent their MCB Challenge sessions led by the Council Leader and Depute Leader. Immediately following the last session on the 7th July, work was undertaken to consolidate feedback from the six sessions. This feedback has been converted into action points categorised under the following headings:
- development of final Business Cases from initial scopes
 - identification of additional service budget savings
 - identification of new review areas for Business Case development
 - identification of key political policy choices
 - identification of the range of Alternative Delivery Models for each area of functional service delivery.
- 4.6 This feedback will be shared in more detail with elected members and Trade Union representatives through the MCB Forums in August.
- 4.7 A high level Budget preparation timetable is set out at Appendix A. However, in broad terms, officers are aiming to prepare the first tranche of final business cases by 31 August and a second tranche by 30 September. As these are finalised they will be shared in the monthly MCB Forum meetings with elected members and Trade Union representatives. From October onwards, proposals will be considered within political groups as appropriate.
- 4.8 In parallel with these internal discussions, that is from October 2015, it is also intended that Business Case summaries will be shared with partners and key stakeholders. This allows for much earlier consultation and engagement on developing thinking and the range of options which will be available to elected members to consider in setting its budget.

- 4.9 Previous reports to Council indicated the intention to undertake additional work to reinforce and embed a consistent understanding of MCB and how it fits into both the strategic and operational framework of the Council. Details of recent work have already been shared with elected members and Trade Union representatives on progress in producing the corporate MCB booklet. This booklet has now been launched via CONNECT and through July and August the Executive Team are attending Service Management Teams to discuss MCB and budget matters more generally.
- 4.10 A further objective of these senior management engagement sessions is to reinforce expectations in respect of core managerial responsibilities relating to financial management, performance management, absence management and supporting the Council's corporate ambitions.
- 4.11 Additionally, to further reinforce and support managers in discharging their financial management responsibilities, discussions will include reference to Budget holder responsibilities and the need for all budget holders to implement sound financial management practices which comply with the Council's policy and governance frameworks, for instance Financial Regulations, Contract Standing Orders and Capital Project appraisal arrangements. These subjects are covered in the first two issues of the new quarterly finance newsletter, Focus on Finance, which was launched in March 2015. The first two issues are attached for information at Appendices B1 and B2.

5.0 Conclusions

- 5.1 Significant work continues to provide a sustainable approach to the Council's financial planning. Recent activity includes the MCB Challenge sessions. The report sets out the key outputs from this activity alongside a high level Budget preparation timetable.
- 5.2 The report also indicates the significant change in the UK Government's fiscal outlook as a consequence of the July Budget policy statements. Whilst this suggests that the profile of anticipated reductions in public sector expenditure reductions is likely to be smoothed, the position is likely to remain extremely challenging for the Council and requires a sustained focus on transforming service delivery to deliver financial sustainability in the future.

6.0 Sustainability Implications

- 6.1. The Council's budget and its approval will allow services to deliver against sustainable outcomes.

7.0 Resource Implications

7.1. Financial Details

- 7.2. Finance have been consulted and have agreed the financial implications as set out in the report. **Yes**

7.3. Staffing

as above

8.0 Exempt Reports

8.1. Is this report exempt? **No**

9.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) Council Policies (Please detail)

Financial Strategy

10.0 Equalities Impact

10.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? **N/A**

11.0 Legality

11.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. **Yes**

12.0 Appendices

12.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix A High level Budget preparation timetable

Appendix B1 Focus on Finance Issue 1

Appendix B2 Focus on Finance Issue 2

13.0 Background Papers

13.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Council Budget 2015/16 February 2015

Fiscal Affairs Scotland July 2015

COSLA Budget Briefing July 2015


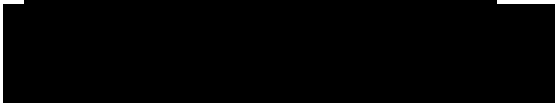
MCB Challenge sessions July 2015

Change Proposal Scopes June 2015

Author(s)

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Approved by

NAME	DESIGNATION	SIGNATURE
Nikki Bridle	Depute Chief Executive	
Elaine McPherson	Chief Executive	

Budget 2016/17 Key Milestones, timeline and outputs

Task/ milestone	Timing	Stakeholders/ attendees	Output
Ts&Cs consultation	ongoing	TUs, Management. Led by Head of Resources & Governance	Proposals for efficiency/ redesign linked to MCB Ts& Cs proposals
MCB Challenge Sessions	June, July 2015	Leader, Depute Leader, each service, Executive Team; Acting Chief Accountant, Team Leader (Accountant); Service Accountant	Change proposals New savings Proposals for new business cases Policy decisions Alternative delivery models
HSCI Strategic Plan	July 2015	HSCI Chief Officer, IJB and Depute Chief Executive, Accountant	Preparation of HSCI Strategic Plan linked to agreed resource transfer
MCB Forum: Elected member	25th August 2015	Elected members, Executive Team, Acting Chief Accountant, Service representatives	Change Proposals, Final Business cases Elected member feedback
MCB Forum: Trade Unions	25th August 2015	TU reps, Executive Team, Acting Chief Accountant	Change Proposals, Final Business cases Feedback from TUs
Capital Bid process	Late August 2015	Capital Investment Group	Draft capital bid preparation
CMT refresh of 'Plan B' based on proposed reductions of 10% and 15% of 2015/16 service budgets	Late August 2015	Individual Service MT, Executive Team, Acting Chief Accountant, Team Leader (Accountancy), Service Accountants;	Proposals for service reduction/alternative delivery models in respect of discretionary service provision and potential savings in respect of reduction in the level of statutory service performance standards.
Tranche 1 full Business cases	31st August 2015	Executive Team; Chief officers, Acting Chief	Business cases incorporating options

Task/ milestone	Timing	Stakeholders/ attendees	Output
		Accountant, Team Leader (Accountancy);	appraisals; saving proposals, investment requirements and timescales.
MCB Forum: Elected member	22nd September 2015	Elected members, Executive Team, Acting Chief Accountant, Service representatives	Final Business cases Elected member feedback
MCB Forum: Trade Unions	22nd September 2015	TU reps, Executive Team, Acting Chief Accountant	Final Business cases Feedback from TUs
Capital Bid process	30th September 2015	Capital Investment Group	Draft capital bid preparation
Tranche 2 full Business cases	30th September 2015	Executive Team; Chief officers, Acting Chief Accountant, Team Leader (Accountant), Service Accountants	Business cases incorporating options appraisals; saving proposals, investment requirements and timescales.
Budget consultation: Outline approach internally and externally	September 2015	Head of Strategy & Customer Services, Depute Chief Executive, Team Leader (Communications), Acting Chief Accountant	Consultation outline approach and action plan
HSCI Resource Transfer	October 2015	HSCI Chief Officer, IJB and Depute Chief Executive, Accountant	Completion of due diligence work and draft resource transfer figure finalised subject to wider budget considerations
External consultation and engagement	October-December 2015	Head of Strategy & Customer Services, Chief Officers, Team Leader (Communications), Acting Chief Accountant	Areas of business case development and emerging options Feedback
Capital Bid Corporate Round Table	31st October 2015	CMT, Executive Team, Acting Chief Accountant	Draft Capital bids
Income and Charging Strategy Refresh	31st October	Acting Chief Accountant, Accountancy Team Leader, Chief Officers/ services	Income and Charging Strategy proposals/revisions
Demand Pressures	31st October	Acting Chief Accountant, Accountancy Team Leader,	Collate draft demand pressures

Task/ milestone	Timing	Stakeholders/ attendees	Output
		Chief Officers/ services	
Member dialogue on budget preparation (detailed evaluation)	October 2015 onwards	Administration and political grouping as appropriate	Indicative budget including necessary savings proposals, policy decisions and prioritisation
MCB Forum: Elected member	3rd November 2015	Elected members, Executive Team, Acting Chief Accountant, Service representatives	Final Business cases Feedback on capital bid development Elected member feedback
MCB Forum: Trade Unions	3rd November 2015	TU reps, Executive Team, Acting Chief Accountant	Final Business cases Feedback on capital bid development Feedback from TUs
Draft Demand pressures review	November 2015	Executive Team	Refined schedule of demand pressures, clarification query schedule
Income and Charging Strategy Refresh	30th November 2015	Acting Chief Accountant, Team Leader (Accountancy)	Refreshed Income and Charging Strategy scenarios
Capital Bids: Consultation	Mid-December 2015	Capital Investment Group and MCB Forum	Finalised capital bids
HSCI Resource Transfer	Mid December 2015	HSCI Chief Officer, IJB and Depute Chief Executive, Accountant	Resource transfer position consolidated for integration with Council budget
MCB Forum: Elected member	15th December 2015	Elected members, Executive Team, Acting Chief Accountant, Service representatives	Indicative potential savings Draft capital bid proposals Elected member feedback
MCB Forum: Trade Unions	15th December 2015	TU reps, Executive Team, Acting Chief Accountant	Indicative potential savings Draft capital bid proposals Feedback from TUs
Finalise demand	Mid December	Executive Team	Finalised demand

Task/ milestone	Timing	Stakeholders/ attendees	Output
pressures	2015		pressures to incorporate within budget
Income and Charging Strategy	Mid December 2015	CMT, Acting Chief Accountant	Finalised schedule of charges and refreshed Strategy.
Consultation	December 2015	Head of Strategy & Customer Services, Depute Chief Executive, Team Leader (Communications), Acting Chief Accountant	Aggregated Consultation responses from stakeholders for inclusion in the Budget
Pre consultation draft Budget	December 2015	Administration, Depute Chief Executive, CMT, Acting Chief Accountant	Draft Budget subject to consideration of consultation responses.
Budget setting	By end of January 2016	Special Council	Final Budget

Key			
Green	Consultation	Aqua	Income and charging refresh
Pink	Capital bid development	Yellow	Demand Pressures
Purple	Budget challenge	Red	Budget
Light green	HSCI		

Focus on Finance

Issue 1
April 2015



Nikki Bridle
Depute Chief Executive and Section 95 Officer

Introduction

It has been a challenging financial year and the February 2015 Budget process was probably the toughest yet – but there are many reasons to be positive about Clackmannanshire just now.

That’s because as things get tougher, we’re finding that our staff, stakeholders and partners are wanting to get involved and help us rise to the challenge. For instance, through the consultation activity we undertook during the Autumn, we received over 600 suggestions for improving our performance and reducing our costs from staff alone. We are currently reviewing these in detail to identify any ‘wee gems’ for priority implementation. Indeed, some suggestions, for instance changes being implemented in respect of nursery teachers, came from staff and have already been approved as part of this year’s budget.

The 2015/16 financial year will doubtless be just as challenging, if not more than last year’s but this creates many opportunities to improve what we do and reduce our costs. We can all make a contribution, however big or small, to Making Clackmannanshire Better.



Purpose and development

This year, I intend to produce a quarterly finance bulletin, this being the first. It will develop during the year and it would be good to get feedback from you on what you would like to know more about. Please email any ideas or questions to mcb@clacks.gov.uk

This first bulletin focuses on budget holder responsibilities for revenue and capital expenditure. The next bulletin will focus on capital project appraisal and budgeting.

This document is an internal bulletin, aimed at those of us with responsibility for delivering services who also have the consequent responsibility for making sure we spend the public’s money wisely by securing the best services we can at the best price and within the resources we have available.



Financial Regulations

To assist officers with discharging these responsibilities, the Council's approved Financial Regulations are designed to ensure the highest standards of probity in dealing with public money and to assist and protect staff.

Financial Regulations form part of the Council's approved Standing Orders and should be read alongside these and Contract Standing Orders. This framework aims to provide a consistent and robust framework within which budget holders and management manage public money.

Both [Financial Regulations](#) and [Contract Standing Orders](#) are under review.

During a time of reducing resources, 'good housekeeping' in the form of effective and robust financial stewardship is a priority. Every budget holder can contribute to making sure that this is delivered for the Council as a whole. We should be taking as much, if not more, care of what and how we spend public funds, as we do of our own money.

Over the last few years, improvements have been made in both the nature and transparency of financial reporting using the political framework of Service Committee and Council meetings. I believe that there is still room for improvement by strengthening the reports to be clearer about how day to day decisions in services impact service budgets. This will only be delivered if there is an effective partnership between services and accountancy and a strong and consistent focus on the financial impact of service activity at Service Management Teams. Further improvements are anticipated following the implementation of the new finance system which aims to facilitate budget monitoring and commitment accounting. Further information will be provided on these changes in the future.

There have been a number of changes in roles and responsibilities across the Council recently and it seems a good time to reinforce the importance of these roles. I am sure there are officers who are new to their budget holder responsibilities and I would encourage you to ensure you know what Financial Regulations require and that if you feel you need more training or support, you raise this through your PRD and one to one discussions. Support and training is also available from the Accountancy Team. I have summarised below some of the key requirements you should meet in discharging your responsibilities:

Budget holders must ensure that:

- there are sufficient funds in your budget for planned spend
- the expenditure is legal and within the power of the Council
- best value will be achieved
- expenditure is appropriate (i.e. within the agreed Service/ Council approved policy framework)
- the nature and quantity of goods and services is clearly stated
- the expenditure is within the Budget holder's delegated limit
- only exceptional/ appropriate prepayment of goods and services takes place but that this is generally discouraged
- significant variances from approved budgets are investigated and reported by Budget holders on a timely basis.



All budget holders should be familiar with the full requirements of Financial Regulations and ensure compliance within their service. Financial Regulation 1.6 sets out potential sanctions should a potential breach be discovered.

I hope that you find this useful. Please feedback your suggestions for future Bulletin topics via the link.


Nikki Bridle Depute Chief Executive and Section 95 Officer




Focus on Finance

Issue 2

July 2015

Nikki Bridle
Depute Chief Executive and Section 95 Officer



Finance Billboard

Over the last three months, there has been a lot going on - a key priority has been to improve the understanding of, and engagement with the Council's change programme, Making Clackmannanshire Better (MCB). At the June Council meeting this booklet was launched which contextualises MCB and how it relates to delivering our services and outcomes within reducing resources.



Following recess, the Council's Executive Team will be meeting with Service Management Teams to discuss in a little more detail what MCB means for your services and how it fits with the proposals and options for doing things differently in the future.

New Elected Member and Trade Union MCB Forums were also established in May. These Forums meet monthly and receive information on the progress and development of the MCB programme of activity as well as case studies from other Councils illustrating how they are tackling their financial challenges. Details of the analysis and options provided to the

Administration Finance Group, which comprises Committee Conveners and senior staff, are also shared more widely through these Forums. All of this information aims to assist elected members in making the difficult decisions they



face to maintain services as resources reduce. Keep an eye open for the cascade briefings for all staff which will provide updates on key areas of discussion in these Forums. They start in August.

We have continued to work with colleagues at Stirling Council and NHS Forth Valley on developing the Financial framework for implementing Health and Social Care Integration (HSCI). This work is now entering a critical phase which considers the relative levels of resource transfer from the constituent partners to the new Integrated Joint Board (IJB). Now that the IJB's Chief Officer, Shiona Strachan, has taken up her post, it will be a priority to ensure that pace and momentum is maintained in relation to this important development.



Significant progress is also being made to select a new financial ledger system for the Council. It is planned that the new system will provide real time reporting and budget holder self service access. These developments aim to improve the financial support and information available to budget holders to manage your services. A lot will be happening over the next few months and the next issue will provide more detail on the new system and its functionality.



Focus on: Capital Project Appraisal Framework

In December 2012, the Council approved a framework which aims to help prioritise choices the Council has in respect of capital investment. The process was developed in consultation with the Capital Investment Forum (CIF) which was a joint elected member and officer forum- this has recently been superseded by the new Elected Member MCB Forum.



The full framework can be viewed on [Clacksweb](#) It is based on the Council's historic arrangements and was enhanced by the review and adoption of examples of good practice in other councils. The framework:

- ◆ focuses on clear and consistent criteria to ensure priority projects receive investment
- ◆ aims to maximise investment opportunities whilst ensuring investment is affordable
- ◆ establishes a flexible programme which can be rephased if required to accommodate slippage and/or new projects
- ◆ links capital investment decisions with revenue resourcing and cashflow considerations
- ◆ ensures expenditure meets legitimate capital investment eligibility criteria.

The process documentation includes the template forms for projects and assessment. All projects requiring capital investment are expected to undergo the assessment process.

The assessment is carried out by designated officers within a Governance Panel. The Panel typically involves lead officers for each of the Council's asset plans and finance and legal expertise. The Officer Panel typically convenes from August onwards to consider developing bids for the next year's budget process. In the first instance, completed forms should be submitted to the Chief Accountant. See the diagram on the next page for more information.

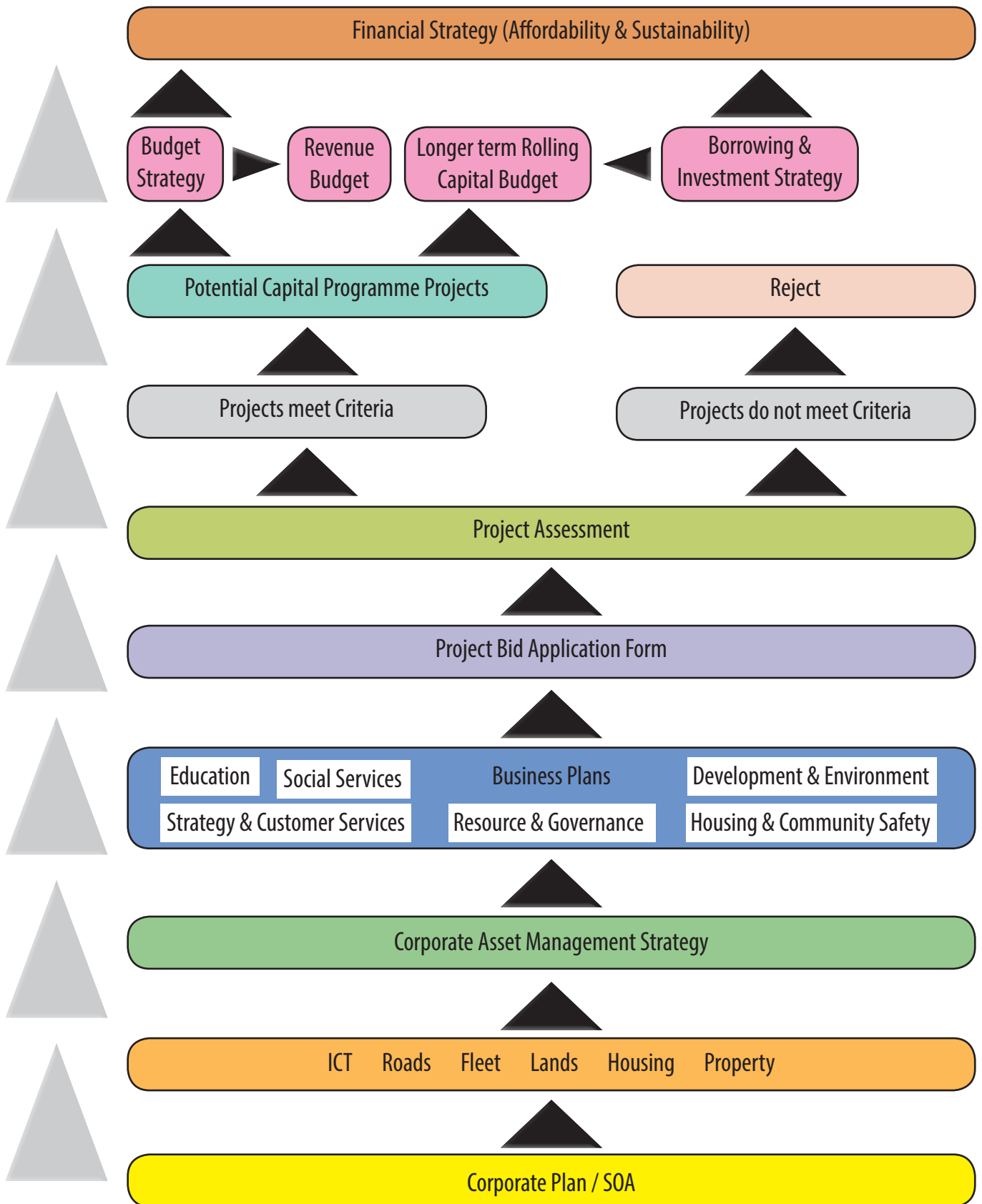
If you need any further information on this approach, please contact Lindsay Sim, Acting Chief Accountant.

Nikki Bridle Depute Chief Executive and Section 95 Officer

At the end of June, Lindsay Sim was appointed as Acting Chief Accountant until the end of March 2016. Lindsay joined the Council from Fife Council about 18 months ago and has been working as the Corporate Accounting Team Leader within the Accountancy Service.



This diagram illustrates how this appraisal process links to the Council’s wider strategic framework.



These arrangements also indicate that for major capital projects, a post implementation review is undertaken which assesses and evaluates the extent to which the original objectives have been met and planned benefits realised.

Following Council recess in July and August 2015, a number of evaluations are being prepared to report to the MCB Forum. These include reviews for: Redwell Primary School, Kilncraigs HQ, and the Spiers Centre.

CLACKMANNANSHIRE COUNCIL

Report to Council

Date of Meeting: 13th August 2015

Subject: Health and Social Care Integration: Finance workstream update

Report by: Depute Chief Executive

1.0 Purpose

- 1.1. The purpose of this report is to provide some background information and an update on the progress with work being undertaken by the Finance Workstream group in preparation for the implementation of Health and Social Care Integration (HSCI), and pending more detailed discussions on proposed resource transfer.

2.0 Recommendations

It is recommended that Council notes:

- 2.1 those services prescribed for the purposes of HSCI (paragraph 3.4)
- 2.2 the use of professional and statutory guidance to develop and prioritise the work undertaken within the Finance workstream (paragraph 4.1)
- 2.3 Methodologies for allocating budgets to prescribed services as prepared by NHS Forth Valley and Clackmannanshire, Stirling and Falkirk Councils (Appendices A and B respectively)
- 2.4 the common principles adopted within each methodology (paragraph 4.4)
- 2.5 the relative complexity of the allocation process for NHS compared with local government (paragraph 4.5)
- 2.6 ongoing work to develop the indicative resource transfer figures (paragraph 4.8)
- 2.7 the proposed approach to due diligence work (paragraph 4.9)
- 2.8 the need to align Council Budget preparation and Strategic Plan development prior to agreeing the amount to be paid to the Board (paragraphs 4.11 and 4.12)
- 2.9 ongoing work within the Finance workstream project plan (paragraph 4.13).

3.0 Background

3.1 Council has received six reports over the last 12 months detailing arrangements and progress with the preparatory work for implementation of HSCI. The most recent reports have focussed on the preparation and submission of the Clackmannanshire and Stirling Health and Social Care Integration Scheme to Scottish Government. Once this Scheme has been approved by Scottish Ministers, the Transitional Board (TB) will be superseded by the Integration Joint Board (IJB).

3.2 A core group of chief officers from the Forth Valley councils and NHS Forth Valley has been co-ordinating the activity of six workstreams covering:

- Governance
- Finance
- Human Resources and Organisational Development
- Consultation and Engagement
- Clinical and Practice Governance
- Planning and Operational.

The key tasks being progressed within each of the workstreams was reported to Council in August 2014.

3.3 During 2014, prior to the establishment of the Finance workstream group, Directors of Finance from the three Forth Valley councils and from NHS Forth Valley were meeting regularly with a view to establishing the remit and programme of activity for the Finance Workstream. The Finance Workstream Group was subsequently established with a wider membership drawn from across the four partner finance teams. The initial focus of work was primarily contributing to the preparation of the relevant sections of the draft Integration Scheme. Latterly the activity of the group (and its technical methodologies sub group) has been supported by the project managers appointed by each of the Forth Valley TBs.

3.4 The scope of the functions to be integrated is prescribed by Scottish Ministers. These functions are:

Council

- Social work services for adults and older people
- Services and support for adults with physical disabilities, learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Community care assessment teams
- Support services
- Care home services
- Adult placement services
- Health improvement services
- Housing support services, aids and adaptations
- Day services

- Local area co-ordination
- Respite provision
- Occupational therapy services
- Re-ablement services, equipment and telecare

Health

- Unplanned inpatients (medical care for the treatment of urgent or emergency conditions that require an unplanned admission to hospital)
- Outpatient accident and emergency services (services provided within a hospital for the treatment of urgent or emergency conditions)
- Care of older people (medical care for older people when not covered by unplanned inpatients)
- District nursing
- Health visiting services
- Clinical psychology services
- Services provided by Community Mental Health Teams (services delivered in the community for those with mental health problems)
- Services provided by Community Learning Difficulties Teams (services delivered in the community for those with learning difficulties)
- Services for persons with addictions
- Women's health services
- (services providing the assessment, diagnosis care, planning and treatment of women's health, sexual health and contraception services)
- Services delivered by allied health professionals
- GP out-of-hours services
- Public Health Dental Service
- Continence services
- Dialysis services delivered in the home
- Services designed to promote public health
- General Medical Services (Full range of services provided by general medical practitioners and their teams)
- GP pharmaceutical services (prescribing and dispensing of medicine and therapeutic agents by GPs, nurse prescribers, and prescribing pharmacists working in GP practices.)

This schedule of prescribed services therefore forms the focus for the work undertaken by each of the six workstream groups including the Finance workstream.

- 3.5 The Chief Officer for Clackmannanshire and Stirling IJB took up her post in early July. Discussions in respect of the appointment of the Chief Financial Officer are ongoing. Since taking up her appointment, the Chief Officer has attended a meeting of the Finance Workstream.
- 3.6 Section 4 of this report provides an update on progress and activity within the Finance workstream. The information contained in the report has also been supplemented by an all member briefing which was held on the 10th August 2015. The aim of the briefing was to provide elected members with a more practical understanding of the due diligence work which has recently commenced.

4.0 Finance Workstream update

- 4.1 The Scottish Government established the Integrated Resources Advisory Group (IRAG) to consider the financial implications of integrating health and social care, and to help develop professional guidance. Membership of IRAG includes COSLA, Scottish Government, Audit Scotland and senior practitioners from local government and health. The IRAG guidance has been used to help direct and prioritise the range of finance development tasks and populate the workplan for the Finance workstream alongside those specific tasks required by statutory guidance.
- 4.2 The workstream has undertaken a range of activity to date, however, a distinct focus has been to prepare for the detailed work required to identify the levels of resource transfer which will be required to support the delivery of the IJB's Strategic Plan.
- 4.3 To facilitate this process, the Finance Workstream established the Methodologies Sub Group which was tasked with setting out the approach for identifying the level of operational resources deployed in delivering in scope/ prescribed services under HSCI. This approach aims to ensure transparency over the way in which the exercise is conducted for both local government and health finance professionals but also to allow appropriate due diligence activity to be undertaken once draft figures have been prepared.
- 4.4 Appendices A and B are the methodologies proposed and applied by NHS Forth Valley and Clackmannanshire, Stirling and Falkirk Councils respectively. These are primarily prepared for practitioners in the first instance, meaning that the language and acronyms used may be unfamiliar. In essence, both the Health and Local Government approaches adopt the following principles:
- confirmation of the range of prescribed services
 - distinguish strategic and operational service functions
 - in the first instance, budgets are allocated on a direct cost basis as it is considered that direct costs will be recognisable to operational managers and are more likely to reflect known activity and changes, thereby assisting operational financial management in the early years of the IJB
 - where allocation of budgets on a direct cost basis is not possible, it is necessary to use a range of management information sources to establish a basis of apportionment. This basis of apportionment needs to be transparent and understood.
- 4.5 In overall terms, the identification and allocation of local government budgets across the prescribed services is a less complex task than that for health. In local government operational budgets are more clearly aligned with functional service delivery, meaning

that a greater proportion can be allocated on a direct cost basis. In health, the delivery of prescribed services cuts across a range of directorates and budget lines with the consequence that it is less likely that budgets will be capable of allocation on a direct cost basis. Conversely there is greater use of other information sources on activity levels and costs to establish the apportionment basis. These are, therefore, matters of professional judgement supported and evidenced by the range of available data.

- 4.6 A further general consideration is that for professional staff as well as for elected members and non executive members, there is less familiarity with the approaches, information and activity levels in the respective partner organisations. This suggests an added significance for all partners in ensuring adequate assurance is obtained over the approach in the first instance, and subsequently the outcome of the due diligence work undertaken by professional staff prior to figures being submitted to each partner organisation.
- 4.7 Alongside work to clarify methodologies, work was also undertaken to agree a format for the submission of draft figures so that figures can be reviewed with relative ease and consistency between each partner organisation.
- 4.8 At its meeting on the 8th July, the Finance workstream members, shared on a confidential basis, draft figures derived from the initial application of the agreed methodologies for NHS Forth Valley and Clackmannanshire, Stirling and Falkirk Councils. This step was necessary in order that due diligence work can now commence. Following the completion of this work, it is planned that a report will be submitted to each partner organisation in the autumn, prior to submitting figures to the IJB.
- 4.9 The broad approach to due diligence adopted for Clackmannanshire and Stirling Councils and NHS Forth Valley is as follows:
- on a line by line basis, an understanding of the assumptions and basis of apportionment applied to each budget
 - testing of assumptions and bases of apportionment as applied to budgets, incorporating analysis of the underlying assumptions/evidence on activity levels and costs (and, including reciprocal interrogation of the HSCDIIP and CCIS systems in NHS and Clackmannanshire respectively)
 - reasonableness and completeness checks
 - developing an understanding, and challenging as appropriate, the impact of local performance and need across Forth Valley and its impact on budgets/proposed resource transfer
 - working with Social Services, review and analysis of service delivery and activity levels for prescribed services to ensure completeness and reasonableness of proposed apportionments and direct budget allocations
 - in the latter stages, national benchmarking of global sums to ensure that the resource transfer sums fall within anticipated parameters.

4.10 This work will be taken forward in three main ways:

- detailed and technical analysis via the Methodologies sub group which will meet more frequently over the summer and early autumn period
- in joint Clackmannanshire and Stirling Council sessions with Social Services and finance staff
- through the Finance Workstream Group.

4.11 Once all partners have completed due diligence work, it is intended that a report will be presented to the Council which will provide the results and, if there are any, highlight any areas of unresolved difference. This will provide the indicative figure recommended for resource transfer pending more detailed consideration through the Budget process.

4.12 It is important to reiterate that in this next report, it is not intended that Council will be asked to agree the quantum of the resource transfer **to be paid**, given that the IJB has not yet prepared its Strategic Plan nor have details of individual funding settlements been provided to partners. Given the additional UK Budget announcements on the 8th July and the imminent UK Autumn Spending Review, it remains unclear what the impact might be for budget setting in 2016/17 and beyond and these are clearly significant considerations for the Council.

4.13 Alongside resource transfer work, there are a range of additional finance workstream tasks contained within the project plan. Work is currently in hand to distribute the workload over two sub-groups, one focused on governance and assurance type work and one more on financial management. Each sub group has been tasked with consolidating the tasks into fewer, themed tasks which can be allocated and monitored more easily.

5.0 Conclusions

5.1 A framework is in place to deliver the necessary inputs to HSCI in respect of finance considerations.

5.2 To date deadlines have been met.

5.3 Work is now approaching a critical phase and it is important that elected members gain sufficient assurance over the work in hand, processes and timelines.

5.4 Further reports will be presented to Council following the completion of due diligence work.

6.0 Sustainability Implications

6.1. The Council's budget and its approval will allow services to deliver against sustainable outcomes.

7.0 Resource Implications

7.1. *Financial Details*

7.2. Finance have been consulted and have agreed the financial implications as set out in the report. **Yes**

7.3. *Staffing*

as above

8.0 Exempt Reports

8.1. Is this report exempt? **No**

9.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) Our Priorities

The area has a positive image and attracts people and businesses
Our communities are more cohesive and inclusive
People are better skilled, trained and ready for learning and employment
Our communities are safer
Vulnerable people and families are supported
Substance misuse and its effects are reduced
Health is improving and health inequalities are reducing
The environment is protected and enhanced for all
The Council is effective, efficient and recognised for excellence

(2) Council Policies (Please detail)

10.0 Equalities Impact

10.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations? **Yes**

11.0 Legality

11.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. **Yes**

12.0 Appendices

12.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix A Health Budgets- Methodology Paper , May 2015

Appendix B Local Authority Budgets- Methodology Paper, May 2015

13.0 Background Papers

13.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Council HSCI papers June 2014-present



Finance Workstream minutes

IRAG: Professional Guidance, Advice and Recommendations for Shadow Integration arrangements

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Health and Social Care Integration – Finance Workstream Health Budgets – Methodology Paper

1. Purpose of Report

- 1.1 The report sets out the key issues in calculating baseline Health budgets for the two IJBs in the Forth Valley area. It draws on and is intended to be compliant with the 'Guidance on Financial Planning for Large Hospital Services' and 'Guidance for Integration Financial Assurance' which will be incorporated in the revised Integrated Resourcing Advisory Group (IRAG) guidance which is due for publication at the time of writing. These documents are the key elements of financial guidance underpinning the Public Bodies (Joint Working) (Scotland) Act 2014 (the Act).

2. Background

- 2.1 Schedule 3 of the Act determines the minimum range of functions and associated budgets to be devolved to IJBs for either operational management and strategic planning purposes or for strategic planning purposes only. In preparation for this NHS Forth Valley has developed and begun implementing a process to support the establishment of IJB budgets based on the extant guidance to quantify the budgetary and associated financial impact (e.g. impact on financial management and risk).
- 2.2 As well as financial impact there will be a need to understand associated activity and workforce issues.

3. Process and Service Categorisation

- 3.1 It is envisaged the required process has 7 key steps as follows
- Identify which NHS FV services are in scope of IJBs
 - Classify in scope health services between strategic and operational categories and sub-categories
 - Understand and test the budgetary and accounting treatment for each category
 - Allocate in-scope area-wide service budgets across the 2 IJBs
 - Consider use of indicators / information sources to allocate budgets including IRF>HSCDIIP
 - Evaluate impact on current Directorate Management Structures, NHS FV and the IJBs
 - Use as basis for Due diligence / Financial Assurance Basis
- 3.2 There are four service categories identified. These are:

- Strategic Planning Only via IJB – e.g. large hospital services and primary care services
- Strategic Planning and Operational Commissioning via IJB – e.g. Alcohol and Drug Partnerships, Advocacy, Marchglenn, Complex Care etc.
- Strategic Planning and Operational Delivery via IJB – e.g. District Nursing, Community Palliative Care Services, Partnership Funding Streams etc.
- Areas Under Query / Requiring Further Discussion / For Future Consideration e.g. CMHTs / Children's Services

4. Proposed Allocation Methodology

- 4.1 As the allocation of budgets and costs for each service category each pose their own issues it is necessary to examine the methodology for each category separately. However, as an overriding principle it is recommended that budgets and costs are allocated on a direct cost basis, at least initially. This recommendation is made on the basis that direct costs will be recognisable to managers as reflecting their operational budgets, are more likely to be reflect cost behaviour in line with service change and assist ownership of budgets therefore assisting operational financial management particularly in the early years of IJBs. Direct costs are deemed to include management costs directly attributable to devolved services but exclude overheads and support costs (e.g. shares of Finance, ICT, Human Resources etc.)
- 4.2 The principle of direct cost will, we understand the balanced by a requirement as part of IJBs annual performance statements to produce a statement of activity and costs on a fully absorbed net total cost basis. It is envisaged the HSCDIIP tool will support this requirement.
- 4.3 Where functions or services are devolved that are supported by funding allocations from SGHSCD with specific classification or restrictions these classifications or restrictions will apply to the relevant IJB as appropriate. This may include allocations for specific use (e.g. for a specific client group), specific outcome (e.g. to improve waiting times) or funding restrictions in relation to non-recurrent or time limited allocations
- 4.4 In addition to the principle direct costs it is suggested the following principles are applied to agreeing the most appropriate methodology.
- Where services can be clearly identified to IJB areas the direct cost and budget is used. E.g. GP Practices, Primary Care Prescribing, District Nursing Teams
 - For large hospital services and hosted services, where it is deemed appropriate to host a small service operationally on an FV wide basis in either an IJB or with the NHS Board, the Guidance on Financial Planning for Large Hospital and Hosted Services states the budget should be established using a mix of cost and activity either from national or local datasets. In line with this it is recommended that the budget is calculated using direct costs and activity

information where a robust dataset exists to allocated shares to IJBs. Where a robust dataset does not exist it is recommended that a weighted population basis is used using the most appropriate NRAC weighted population dataset for the service in question until a sufficiently robust dataset is available at a future point in time.

- Although the methodology to be used is for local determination the guidance recommends a consistent methodology is applied across all partnerships with a health board area. It is therefore recommended that this principle is followed locally.

5. Financial Planning Issues Arising from Methodology for Large Hospital and Hosted Services

- 5.1 Adopting a methodology for establishing budgets compliant with the guidance raises the need to consider the fact that this will effectively embed some degree of inequities in IJB budgets from the outset where service activity and therefore resource consumption materially deviate from the best estimate of relative need. It is recommended that, in establishing the operational financial frameworks for IJBs this issue is considered. There a likely to be several options to deal with this and the development of scenario's for IJBs may facilitate the required debate.

6. Conclusion and Recommendations

- 6.1 The above report details the process for scoping IJB budgets and proposed allocation methodologies to be applied for NHS Budgets.
- 6.2 The finance Workstream is asked to consider the recommendations made above and consider how this work should be incorporated in the Workstream plan including how the issues arising are reported to the core group and transitional boards.
- 6.3 Work is ongoing to quantity costs and budgets per the above in a format compliant with the Guidance for Integration Financial Assurance which will be shared in due course.

**Clackmannanshire and Stirling Partnership
Health and Social Care Integration – Finance Workstream**

Local Authority Budgets – Methodology Paper

Introduction

The local authority must delegate the functions prescribed under section 9 of Public Bodies Joint Working (Scotland) Act 2014 in so far as the functions that are exercisable in relation to persons of at least 18 years of age. This requires Health Boards and Local Authorities to integrate planning for, and delivery of adult care, prescribed adult health and social care services and integrate non prescribed adult care services.

The draft financial regulations list these functions as:

- Services and support for adults with physical disabilities and learning disabilities
- Mental health services
- Drug and alcohol services
- Adult protection and domestic abuse
- Carers support services
- Community care assessment teams
- Support services
- Care at home services
- Adult placement services (LTC)
- Health improvement services
- Aspects of housing support, including aids and adaptations
- Day services
- Local area coordination
- Respite provision
- Occupational therapy services
- Re-ablement services, equipment and telecare
- Intermediate Care

Local Authority functions not included are Children's Social Work, Criminal Justice Services and Mental Health Officer functions. These remain with the respective Local Authority and are out with the scope of Health and Social Care Integration.

Process and Service Categorisation

In terms of the process the required steps would be as follows:

- Identify the in scope services – These are listed above
- Classify in scope Local Authority services between strategic and operational
- Consider use of indicators / information sources to allocate budgets including GAE, POBE, LFR
- Allocate in-scope services to IJB budget

- Evaluate impact on Local Authority services that are out of scope
- Use as basis for due diligence

Proposed Allocation Methodology

The allocation of budgets from the Local Authority to IJB, is a simpler process than that of NHS. It is recommended that budgets and costs are allocated on a direct cost basis, net of VAT, as these are the budgets and costs that operational managers will be familiar with and will assist in the ownership of operational budgets.

In addition to the direct cost principle it is suggested that the following principles are applied

- Where services can be clearly identified as IJB areas the direct cost and budget is used.
- Budget will be allocated based on service demand as per GAE, POBE, LFR. However regard has to be taken to ensure a balanced budget position within each Local Authority and this may include a proportion of any associated savings targets to ensure fairness between Local Authority and IJB budgets
- Where services are Forth Valley wide and hosted by one Local Authority, these remain with the host authority for the time being as current working arrangements are appropriate and with the scale of these services it is practical to continue to operate these services as is. Budget for these services will be based on a mix of direct costs and activity information as per Guidance on Financial Planning for Hosted Services.

Finance Workstream – Glossary of Terms

SGHSCD	Scottish Government Health and Social Care Directorate
GAE	Grant Aided Expenditure the mechanism by which resources from central government are allocated through Local Authorities.
Allocation	A sum of money provided for a particular purpose (normally from Government)
Recurring Allocation	An amount of money provided on an ongoing basis i.e. year after year.
Non-Recurring Allocation	An amount of money provided for a specific timeframe e.g. for a single financial year.
Ringfenced	Term used to describe a process where a sum of money has restrictions placed on it as to the purpose(s) it may be used for (normally by Government)
Direct Cost	A cost that can be completely attributed to the provision of a service or product without the requirement to allocated or absorb indirect costs or overheads.
Overhead	The operating costs of an organisation that cannot be completely attributed to the (direct) provision of a service or product. E.g. Building Maintenance, Rates, HR, Finance, Corporate Services etc.
NRAC	National Resource Allocation Committee which devised the NRAC formula which calculates the shares of NHS Scotland resources across NHS Board.
TAGRA	Technical Advisory Group on Resource Allocation the group tasked with the future maintenance, development and review of the NRAC formula.
PMS / GMS	Primary Medical Services / General Medical Services services normally provided through GP Practices.
GDS	General Dental Services. NHS Dental Services provided by independent dental practitioners.
GOS	General Ophthalmic Services. NHS Ophthalmic Services provided by independent providers.
GPS	General Pharmaceutical Services. NHS Pharmaceutical Services provided by independent pharmacies commonly referred to as community pharmacies.
CMHT	Community Mental Health Team
IJB	Integration Joint Board

CO	Chief Officer
CFO	Chief Finance Officer
LFR	Local Financial Return (Local Authorities)
SFR	Scottish Financial Return (NHS Boards)
POBE	Projected Outturn & Budget Estimate (Local Authorities)
HSCDIIP	Health and Social Care Data Integration and Intelligence Project - an information tool developed by ISD to support strategic planning and decision making.
RRL	Revenue Resource Limit (NHS Boards)
CRL	Capital Resource Limit (NHS Boards)

Report to: Clackmannanshire Council

Date of Meeting: 13 August 2015

Subject: Private Sector Housing Assistance Scheme

Report by: Head of Housing and Community Safety

1.0 Purpose

- 1.1. The purpose of this report is to review the Council's Private Sector Housing Assistance scheme, presenting a revised policy document which takes into account recent legislative changes and the current economic climate.
- 1.2. The report also aims to clarify the Council's policy on the use of public monies to renovate or enhance private landlord or commercial property, where no known hardship exists.

2.0 Recommendations

- 2.1. It is recommended that Council:
 - 2.1.1. approves the amended Private Sector Housing Assistance Scheme, as detailed in the report and attached at appendix 1;and notes the remainder of the report, commenting and challenging as appropriate.

3.0 Background

- 3.1. The Council, as the strategic housing authority, is expected to ensure that house conditions in the private sector are reasonable. The main legislation which covers these obligations is the Housing (Scotland) Act 2006, which has been updated by the Housing (Scotland) Act 2014. The 'Scheme of Assistance' required under section 72 of the 2006 Act, sets out the range and type of assistance available to homeowners and private tenants and landlords in Clackmannanshire to adapt, repair and maintain their homes.
- 3.2. The Council's current Private Sector Housing Assistance Scheme was first approved in January 2010, and amendments made to the policy document in March 2013 and August 2014, in line with developing practice and reviewed budget provision. The policy sets out the priorities for particular types of work and geographical areas which will receive targeted assistance.

4.0 Private Sector Housing Budget Priorities

Disabled Adaptations

- 4.1. The budget for private sector disabled adaptations covers the statutory requirement to provide mandatory disabled adaptations to privately owned homes, and is demand led. When the policy was first approved in 2010 the budget was £497k. This was reduced to £323,500 in 2014/15 and to £181k for 2015/16, allowing funding for mandatory works. The actual spend was less than budget in 13-14 (£140K) and 14-15 (£144K).
- 4.2. Housing and Social Services colleagues work together to ensure priority needs are met in a way that best meets the clients' essential needs. The Housing (Scotland) Act 2006 sets out the rules for giving disabled grants to private households, and this includes grants to private sector tenants. Private landlords are expected to give permission for alterations to be made to their properties, unless there is are reasonable grounds not to.
- 4.3. Disabled adaptations falls within the scope of the Integrated Health and Social Service framework, and it is expected that adaptations will be incorporated into the new joint service. For this year, however, the housing service continues to administer private sector disabled grants.

Other Housing priorities

- 4.4. In addition to the mandatory adaptations, the priorities for private housing remain those set following the Budget Challenge process last year i.e. issues reflecting council priorities such as Making Clackmannanshire Better, the Village and Small Town Centre Initiatives, the requirement to meet the Scottish Housing Quality Standard (SHQS) and home energy improvements. Within the Private Sector Housing budget, the only funding available for non mandatory projects is £141,000 for secure door entry systems, a sum carried forward in earmarked reserves. As reported to Council in February there are 32 blocks where the Council is not in majority ownership and these currently do not meet the "Health, Safe and Secure" requirement for SHQS. This budget was carried forward to assist private owners to finance their required contribution to the project. The Housing, Health and Care Committee in June also approved the transfer of £45,000 from the private sector housing budget for area improvements at Tron Court in Tullibody, discussed more fully below.
- 4.5. Priority for financial assistance is given to blocks in common ownership, where it can be difficult to reach agreement among owners, and particularly to owners in mixed tenure blocks where the Council is carrying out Scottish Housing Quality Standard works or major investment projects such as roof and render works. Properties which are Below Tolerable Standard (BTS), or likely to become so within 12 months if not addressed, will be prioritised within this budget, to help address those properties in poorest condition.
- 4.6. Approval was given by the Housing, Health and Care Committee in August 2014 to utilise the budget released by a vacant part-time surveyor post in the Private Sector Housing Team to buy in the services of an independent surveyor. This provides owners with the assurance of independence when enforcement issues are being considered.

- 4.7. In accordance with previous Council decisions the 'supported owners service', the 'private landlord forum' and the 'empty homes initiative', were removed from the Scheme of Assistance.

5.0 Financial assistance

- 5.1. The rules for private sector adaptations are set out in the 2006 Act, and grant is available for homeowners and private tenants. Grants are given at the statutory minimum of 80% of qualifying costs, which are limited to personal care and accessibility works. The remaining 20% is means tested.
- 5.2. For priority works set out in the policy, such as Door Entry Systems in mixed tenure blocks, home owners will get an individual grant of a minimum of 50%, and up to 100% based on each household's financial circumstances. The amount of grant will be determined based on the standard means test used for Council Tax benefit, as detailed on page 17 of the Private Sector Housing Assistance Scheme.
- 5.3. Private landlords who are registered and who let only one property (which must meet the legal standard) may receive a 25% incentive grant towards the cost of the works, with discretion for officers to allow grants of up to 50% in cases of particular hardship, based on individual circumstances.
- 5.4. The 2006 Act allows for budget to be made available for amenity improvements on an area basis. Although the priority is to address residential issues it should be noted that commercial properties can be included within mainly residential areas.

6.0 Other Works Involving Private Owners

- 6.1. In March 2013 the Housing, Health and Care Committee approved an amendment to the Scheme of Assistance to replace the previous priority areas with a more general policy to allow the Council to, from time to time, designate certain areas for targeted funding. This could include a corporate improvement initiative involving the co-ordination of various Council services. Council area improvement schemes, such as the 'Town Centre Improvement' initiative, are undertaken in line with this policy.
- 6.2. At that time the policy was also amended to allow financial assistance to be by way of a contribution to an area based project being organised by the Council or a partner organisation, rather than a grant to an individual (1.4 of Appendix 1). There were three main reasons for this:
 - 6.2.1. Resistance from one owner can jeopardise an entire project (improvement projects are more difficult to use enforcement powers on because they typically involve aesthetic improvements rather than essential repairs).
 - 6.2.2. Owner participation and contributions to works, particularly in areas of low income owner occupation, is likely to be poor, making the building refurbishment work difficult to implement without private sector housing funding;
 - 6.2.3. It is resource intensive, and not cost effective, to consult with owners individually.

- 6.3. The Town Centre Initiative carried out in Sauchie received an area contribution of £32,210 from the Private Sector Housing budget to cover private owner contributions. Approval was given by the Housing, Health and Care Committee on 4 June to transfer £45,000 from Private Sector Housing budget earmarked reserves to area works at Tron Court, Tullibody. Members should note however that there is no current scope to fund future town centre works in this way, due to the budget having been re-aligned.

7.0 2006 Act Housing Enforcement Works

- 7.1. It is very likely that there will be an increased need for enforcement action to deal with sub standard private sector properties over the next few years. In particular, roof renewals will be required to many mixed tenure blocks. The costs involved make it difficult to obtain owners' approval of works.
- 7.2. A Works Notice can be served where essential repairs need to be carried out by the owners. The Council can carry out the works in default, and recharge the owners. Although the 2006 Act allows for a charge to be placed against the property ensuring the Council will receive payment for the works eventually, this could take up to 30 years (the length of time allowed for in the Act). There will therefore be an up-front cost to the Council's General Fund. Costs associated with a Notice can be recovered eventually, including administrative costs and interest. In June 2013 the cost of works to supplement the work of the Council in mixed tenure situations was estimated at £12m over the life of the housing financial business plan.

8.0 Future considerations for mixed tenure blocks within Council stock

- 8.1. The Council's Landlord service has been facing challenges in recent years with private sector engagement to complete essential works and improvements in mixed tenure situations. This includes improvements to communal blocks which couldn't have been resolved by the serving of a statutory notice.
- 8.2. The serving of such notices could have financial implications for the Council's General Fund (as noted at 7.2 above) in terms of borrowing for the payment of works carried out by the Council by default. In many cases this is a legacy of the Right to Buy legislation, which allowed flats to be sold in communal blocks without full consideration to future repairs and maintenance.
- 8.3. In addition the serving of works notices can't be done by the Council's landlord function due to a potential conflict of interest as the Council as an owner also needs to be served a notice by the strategic function.
- 8.4. A potential solution could be provide a more proactive and comprehensive factoring service. This is being investigated and any recommendations arising from this will be reported to the service committee.

9.0 Sustainability Implications

- 9.1. Assistance given to owner occupiers and in some cases enforcement, to improve house conditions will result in a community environment which is more attractive and safer. In addition, energy efficiency improvements will help

reduce fuel poverty and carbon emissions, helping the Council to achieve its carbon reduction targets.

- 9.2. Disabled adaptations are important to reducing hospital admissions through trips and falls and help older people to stay longer in their own homes.

90 Resource Implications

9.1 Financial Details

- 9.2 The full financial implications of the recommendations are set out in the report.

Yes

- 9.3 Finance have been consulted and have agreed the financial implications as set out in the report.

Yes

- 9.4 There are no additional financial implications.

9.5 Staffing

There are no additional staffing implications arising from this report.

10.0 Exempt Reports

- 10.1 Is this report exempt?

No

11.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

- (1) **Our Priorities** (Please double click on the check box)

- | | |
|--|-------------------------------------|
| The area has a positive image and attracts people and businesses | <input checked="" type="checkbox"/> |
| Our communities are more cohesive and inclusive | <input checked="" type="checkbox"/> |
| People are better skilled, trained and ready for learning and employment | <input type="checkbox"/> |
| Our communities are safer | <input checked="" type="checkbox"/> |
| Vulnerable people and families are supported | <input checked="" type="checkbox"/> |
| Substance misuse and its effects are reduced | <input type="checkbox"/> |
| Health is improving and health inequalities are reducing | <input checked="" type="checkbox"/> |
| The environment is protected and enhanced for all | <input checked="" type="checkbox"/> |
| The Council is effective, efficient and recognised for excellence | <input type="checkbox"/> |

- (2) **Council Policies** (Please detail)

Making Clackmannanshire Better
Local Housing Strategy 2012 - 2017

12.0 Equalities Impact

12.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?

Yes No

13.0 Legality

13.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes

14.0 Appendices

14.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Appendix 1 - Private Sector Housing Assistance Scheme August 2015

Appendix 2 - Summary of proposed changes August 2015

15.0 Background Papers


15.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

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**Clackmannanshire
Council**

www.clacksweb.org.uk

**PRIVATE SECTOR HOUSING
ASSISTANCE SCHEME**

**Housing (Scotland) Act 2006
Section 72 Statement of Assistance**

August 2015

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Part 1 Background

1.1 Purpose of this Statement

1.1.1 This statement sets out the Council's Private Housing Assistance Scheme which explains:

- how the Council will provide advice, information and assistance to help homeowners **improve the quality** of private housing throughout Clackmannanshire
- the assistance available for homeowners and private tenants to **adapt** their homes
- the Council's **priorities** for assistance.

1.1.2 This statement of assistance will be revised periodically, at least every three years. Updates on specific changes regarding the range and scope of advice and assistance available occurring before a major review is carried out will be reported on the Council's website. A list of abbreviations and definitions is included in appendix 1.

1.2 Vision and Strategy

1.2.1 The Clackmannanshire¹ housing strategy highlights that **every household in the area should have access to a good quality and affordable home, with advice and support services that meets their needs.**

The Scheme of Assistance, sets out that the Council will focus on **improving the standard, accessibility and energy efficiency of houses in the private sector.**

The Clackmannanshire Housing Strategy approved by the Council in December 2012 sets out the priorities for the Housing Service and partners for the next 5 years. The improvement of conditions and accessibility in the private sector relates directly to 5 out of the 8 overarching priorities stated in the Strategy. These priorities, along with what we are seeking to achieve, are listed below:

Best Use of Existing Housing: *The housing we already have is optimised and effective in providing choice and meeting need.*

Support for Independent Living: *Those requiring assistance to live independently at home have access to effective housing support.*

Specialist Housing: *People have access to specialist or adapted accommodation where there is an assessed need.*

¹ <http://www.clacksweb.org.uk/housing/localhousingstrategy/>

Energy Efficiency and Fuel Poverty: *Energy efficiency is improved and fuel poverty and carbon emissions are reduced across all tenures.*

Improving Neighbourhoods and Communities: *Organisations and partnerships working with communities will improve the quality of life for all households.*

A number of key actions have been identified within the Strategy, and these will be added to as the action plan is developed throughout the life of the Strategy. A list of relevant key actions are included in appendix 2.

1.2.2 We aim through the 'Scheme of Assistance' to:

- **promote greater responsibility among homeowners for the repair and maintenance** of their property and sets out a range of ways in which the Council will encourage this
- help homeowners and private tenants remain in their homes through provision of **advice and assistance to carry out adaptations.**

1.2.3 The purpose of the scheme is specifically to:

- improve the condition of private sector housing
- eradicate housing which is below the minimum 'Tolerable Standard'
- encourage owners to recognise that they are responsible for maintaining their homes
- provide advice and assistance to help homeowners improve, repair and adapt their homes
- help older and disabled residents in private properties live independently in their home for as long as they choose to do so
- improve energy efficiency in private housing

1.3 Assistance Available

1.3.1 There are three main types of assistance available to homeowners and private tenants:

- **Advice and Information**
To help owners fulfil their duty to properly maintain or adapt their homes. The Council will provide general advice and information on a range of property condition issues and adaptations, including how to find reliable contractors and arrange to have works carried out. Specific advice and information will be given to help homeowners and private tenants maximise the energy efficiency of their homes

and reduce carbon emissions, as well as prevent fuel poverty and advise on renewable energy. Customers will be signposted to other agencies which may be able to help with raising funds for work needed.

- **Practical Assistance**

To help owners to fulfil their repair and maintenance responsibilities, particularly where common ownership presents more complicated issues. This might be, for example, property inspections or details for work specifications. To help with home energy and fuel poverty issues, the Council may assist with Energy Performance Certificates, Green Deal Assessments and specialised advice and assistance to help those in fuel debt.

- **Financial Assistance**

The Council will make grants available to homeowners and private tenants who meet the criteria for eligible adaptations. There may be limited financial assistance to homeowners for some specific works to improve house conditions and energy efficiency.

See appendix 1 for more detail on how assistance will be delivered.

1.4 Priorities for Financial Assistance

1.4.1 There is limited funding available to assist homeowners to bring their properties up to the required standard. Although information and advice will be available to all households, financial assistance will be prioritised by type of works and, in some cases, by geographical area, depending on whether there are priority area initiatives in place. Any financial assistance depends on the availability of funding and is at the discretion of the Council, with the exception of mandatory disabled adaptations, which are a statutory requirement (see section 2.6.1). Priority will be given to works which will address tolerable standard issues, particularly structural and wind and watertight works. Financial assistance may be by way of a contribution to an area based project being organised by the Council or a partner organisation, rather than a grant to an individual.

1.4.2 The priority works for financial assistance are:

Mandatory

- Essential adaptations for people with disabilities

Where Resources Permit

- Properties which are substandard, including those which are below the tolerable standard (BTS) or at risk of becoming BTS within 12 months, and particularly for clients eligible for supported owners' services

- Common repairs and some improvement works, where a number of owners are required to come together to contribute to works, such as a new roof or door entry system for a block of flats. Priority will be given to blocks with Council properties where proposed works are needed to allow the Council to meet the required Scottish Housing Quality Standard (SHQS)
- Contributions to Energy Efficiency improvements, such as wall insulation, hard to treat and non traditional properties, roof repairs required before loft insulation can be fitted and replacement heating for failed systems that cannot be funded through existing Government grants and support
- The Council may, from time to time, designate certain areas for targeted funding, such as the Village and Small Town Centre Initiatives focusing on areas such as Alloa, Sauchie and Tullibody. This could include designation of formal Housing Renewal Areas or a corporate improvement initiative, such as Making Clackmannanshire Better, involving the co-ordination of various Council services

1.4.3 Exceptional Circumstances

In some exceptional circumstances, there may be a case for funding to be made available, for example where a project falls within a wider corporate priority of the Council, or if exceptional hardship can be demonstrated. Any funding will be subject to availability of resources and must be approved in line with the Council's Scheme of Delegation, depending on the level of funding required.

1.5 Accessing Services

- 1.5.1 The Council's Customer Services team will be the first point of contact for telephone enquiries from people who require information or advice regarding the repair, maintenance or improvement of their home. Customers may be signposted to the appropriate service or partner agency, depending on their enquiry.
- 1.5.2 The Private Sector Housing Team will be the initial point of contact for homeowners requiring general information or advice who are visiting the Council Offices or enquiring via the Clackmannanshire Council website www.clacksweb.org.uk
- 1.5.3 Initial enquiries relating to disabled adaptations will be referred to Social Services if an assessment of needs has not been carried out.
- 1.5.4 Requests for information relating to energy efficiency, fuel poverty and renewable energy will be dealt with by our Home Energy Strategy team.

1.6 Partners

- 1.6.1 In order to provide a fully responsive service to its customers, the Private Sector Housing Team works with a number of services and partners. Useful contact details for can be found in appendix 3.

1.7 Equal Opportunities and Service Standards

- 1.7.1 The Council's Customer Charter sets out the service standard any customer contacting the organisation should expect. Its key commitments towards excellent customer care and equal opportunities are detailed. A copy of the Customer Charter can be found on the Council's Website at www.clacksweb.org.uk or in any Council office.

Part 2 Adaptations for People with a Disability

2.1 Information and advice for homeowners and private tenants

2.1.1 When someone feels that they need an adaptation or equipment to help them to remain as safe and independent as possible in their home, they should contact Social Services in the first instance. A community care assessment of the person's circumstances and needs will be carried out to ensure they are provided with tailored advice and services that meet their long-term needs, in the most cost-effective way. For those who do not have an essential need for an adaptation, advice and general assistance will be given, and people will be signposted to other services who might be able to assist, such as voluntary sector agencies or such other service provision as may be approved by Council.

2.2 Practical Assistance

2.2.1 If a person is assessed as having an essential need for a large (known as 'major') adaptation, such as a bathroom adaptation or stair lift, an application for a Disabled Adaptation Grant should be submitted. The steps involved in this process are outlined at appendices 4 and 5. The Private Sector Grants team will help co-ordinate the process, along with the Community Care Worker, and monitor the project and standard of works on behalf of the customer.

2.2.2 If a person is assessed as requiring a minor adaptation, such as a grabrail or key safe, this will be organised and paid for by the Council. The Social Services team will arrange for a contractor to carry out the necessary work and liaise with customers during this process.

2.3 Assessment of Circumstances and Needs

2.3.1 Anyone can contact the Social Services Community Care Assessment Team to request advice, information or an assessment of a particular need for adaptations. Contact details are shown in appendix 3.

2.3.2 Information provided by the customer (or their representative) at this stage will help decide how quickly an assessment is carried out. This is based on a risk assessment using criteria to help us manage the high demand for services and to ensure that the people who are most in need are seen first.

2.4 Timescales for Assessment

2.4.1 Priorities for carrying out the initial community care assessment are as follows:-

Priority 1 Critical risk	There are <u>major</u> risks to an individual's independent living or health and well-being. Likely to call for immediate or imminent provision of social care services
Priority 2 Substantial risk	There are <u>significant</u> risks to an individual's independence or health and well-being. Likely to call for the immediate or imminent provision of social care services
Priority 3 Moderate risk	There are <u>some</u> risks to an individual's independence or health and well being. These may call for the provision of some social care services managed and prioritised on an ongoing basis or they may simply be manageable over the foreseeable future without service provision with appropriate arrangements for review
Priority 4 Low risk	There may be some quality of life issues but few risks to independence or health and wellbeing. Limited requirement, if any, for social care services. Likely to be some needs for alternative support or advice, and appropriate arrangements for review over the foreseeable future or long term. Dependant on available financial resources

2.4.2 A community care worker, who may also be an occupational therapist, will visit the person at home to carry out the assessment and will let the customer know the outcome. Consent is sought for sharing information with partner agencies.

2.5 Criteria for Financial Assistance

2.5.1 The assessment of need is carried out in line with the Council's criteria for the provision of equipment and adaptations, detailed in appendix 4. Works are split between major and minor adaptations, depending on the size and cost of the job. Depending on individual needs and how these can be met, adaptations are either classed as **mandatory** (where the Council must give financial assistance) or **discretionary** (where the Council may give financial assistance, but does not have to).

2.5.2 Following the assessment, a referral for funding is submitted to the Private Sector Adaptation Review Panel, which includes officers from Social Services and Housing and meets on a monthly basis, who make a decision on whether an adaptation is mandatory or discretionary. Grant funding will only be considered for medically essential adaptations which are provided to a person's only, or main, home.

2.5.3 If a person is in privately rented accommodation they can apply for a grant but they must obtain written permission from the landlord allowing the adaptation to go ahead. Landlords cannot withhold consent unreasonably.

2.5.4 Grant assistance cannot be given for the same works within a 10 year period.

2.6 Mandatory works

2.6.1 Works which fall into the 'mandatory' category must be given a grant by the Council and will take priority for funding. Adaptations covered by mandatory grant centre around the provision of personal care facilities (toileting and bathing) and improved access (e.g. ramps and door widening). The works eligible for mandatory grant are:

- WC
- wash hand basin
- shower (over bath/walk in/level access/wet floor)
- height adjustable bath/showering table
- specific, specialised toilet installations
- ceiling tracking hoists
- bathroom extension, including integral garage conversion
- kitchen sink unit and safe cooking/working area where essential to make accessible for a wheelchair user
- widen door openings or sliding door conversion for wheelchair access
- permanent external ramps and handrails to one entrance of the home (*not necessarily the front door*)
- internal curved stair-lift or through-floor lifts to access amenities such as bathroom, bedroom or kitchen not on the same floor as the main living accommodation
- provision of permanent external step lifts to provide access to one entrance to the home (*not necessarily the front door*)

2.6.2 Extensions to provide living accommodation (other than for essential personal care) are not included within the scope of mandatory grant.

2.6.3 Extensions will only be considered once all other options have been explored, including moving to more suitable accommodation. Cases are required to be supplied with supporting information to confirm an extension is the most suitable way to assist the disabled person, including if the proposed adaptation is cost effective for the Council.

2.6.4 Bathroom adaptations and extensions must be provided with drawings which highlight the proposed adaptation will meet the minimum space standards as detailed in publication, Housing for Varying Needs: A Design Guide.

2.6.5 Above ground floor bathroom adaptations can only be considered once all other options have been explored. An adaptation of this kind will only be allowed if the property can be fitted with a stairlift and have

ramped access to one entrance to ensure the disabled person does not become knowingly housebound.

2.7 Discretionary works

2.7.1 The Council will consider giving grant for some works on a discretionary basis, subject to available funding. These include:

- adaptation to kitchen units to make them accessible from a wheelchair or for non wheelchair user
- secure enclosures to garden
- installation/adaptation of door opening and/or phone entry systems
- raising or lowering of power points and switches
- alterations to widen existing paths and steps
- change of heating type where sleeping in room with gas fire

2.8 Maintenance of Equipment Installed

2.8.1 For any equipment installed as part of the adaptation, such as a stair lift, ceiling track hoist or specialist toilet, the owner will be responsible for arranging and paying for the maintenance contract or any repairs required after the warranty period expires. Details of any warranty provided will be passed to the client, where relevant.

2.9 Financial Assistance

2.9.1 If an assessment by the Council determines a need for essential equipment or adaptations that cost less than £1,500, these costs will be met by the Council.

2.9.2 If it is assessed that adaptations over £1,500 are necessary and are eligible for (mandatory) grant assistance, a Disabled Adaptation Grant will be awarded. The grant will cover a minimum of 80% of the cost of the eligible work. The remaining 20% will depend on the person's income. The Council has a Test of Resources (see appendix 1) which will work out how much, if anything, the client will have to contribute to the works.

2.9.3 It is a legal requirement that the Council has to register all grants given on the title deeds of the owner's property. There is a £60 charge, set by the Registers of Scotland, to make this amendment which must be paid by the homeowner. This payment is initially made by the Council and the cost is recovered from the final grant payment.

2.9.4 For adaptations assessed as discretionary, the Council may give a grant (if funding is available) but the Test of Resources will be applied to the full cost of the eligible works to calculate the amount of grant payable, if relevant.

- 2.9.5 Where people are required to make a contribution to the works, they may be signposted to agencies which may be able to help with paperwork for financial institutions, where a loan is being sought, and with advice and assistance on any charitable donations which may be available.
- 2.9.6 Where a client does not qualify for 100% financial assistance, the Council may consider a top-up award in some exceptional circumstances, where there is evidence of extreme financial hardship. This will be considered by the Private Sector Adaptations Review Panel on an individual case basis. Clients will need to provide detailed financial information to evidence their situation and may require to be assessed by the Council's Money Advice Team to explore any available options to maximise their income.
- 2.9.7 Where it has been agreed that it is more cost effective or appropriate for the homeowner to move because, for example, their existing house is not suitable for the necessary mandatory adaptation, it is considered that it will cost too much for the works, the Council may provide financial assistance with the legal and removal costs of purchase and/or sale of a property. The Private Sector Adaptation Review Panel will consider assistance of this type after all alternatives have been explored. In the case of a private tenant, assistance may also be given to find alternative rented accommodation.

2.10 Appeals process

- 2.10.1 If a person is not satisfied with the outcome of the community care assessment, a resolution will be sought through negotiation. If this cannot be achieved, the Social Services complaints procedure should be followed.
- 2.10.2 Customers have the right to appeal if they do not agree with the value of grant offered. They can contact the Private Sector Housing Co-ordinator and ask for a re-assessment to be carried out. If the customer is still dissatisfied with the outcome, they can follow the Council complaints procedure.

2.11 When assistance might be withdrawn

- 2.11.1 If an applicant withdraws their application after incurring costs, such as architect fees, they will be liable for full payment of those costs.
- 2.11.2 If an applicant moves or sells the property while work is being carried out, a grant would not be payable and the applicant will be responsible for any costs incurred to that point. Any payments already made by the Council must be paid back by the applicant.

2.11.3 If any of the conditions detailed in section 83 of the Housing (Scotland) Act 2006 are breached the local authority may demand repayment².

2.12 Assistance with reinstatement

2.12.1 If a homeowner requires assistance with the reinstatement of a property after adaptation, the Private Sector Housing Team can provide advice and signposting regarding how to organise and pay for this work. However, no grant will be given.

2.12.2 If the adaptation works were carried out within a property owned by a private landlord, assistance may be available for reinstatement, but not for structural works such as permanent ramps and door widening.

² as specified in sections 86 and 87 of the Act.

Part 3 Works to Improve House Condition

3.1 Condition Standards

- 3.1.1 The minimum standard all housing has to meet is defined by the Tolerable Standard, which is detailed in appendix 1. Properties considered to be 'Below Tolerable Standard' (BTS), or in a serious state of disrepair and likely to become BTS within 12 months if no work is done, will be targeted for assistance. This will start with advice and information but the Council will take enforcement action where necessary to ensure standards are improved.
- 3.1.2 Social housing (Council and Housing Association) has a higher standard to meet; the Scottish Housing Quality Standard (SHQS). The Council, as a landlord and owner of properties in the block, may take enforcement action against owners who have bought ex-Council flats to ensure necessary works are carried out.

3.2 Information and Advice

- 3.2.1 Homeowners can contact the Private Sector Housing Team if they require information or advice regarding the repair, maintenance and improvement of their property, as well as energy efficiency and fuel poverty. The Private Sector Housing Team may also refer and signpost customers to relevant agencies, bodies or Council services for more specialised advice and assistance.
- 3.2.2 Customers can request advice by e-mail, letter, telephone or by appointment at the Council Offices. A variety of sources of information are available in the form of leaflets, booklets and on the Council's website and the Private Sector Housing team will work to raise awareness of these.

3.3 Practical Assistance

- 3.3.1 The Council is keen to encourage homeowners to take a proactive approach towards properly maintaining and repairing their homes. A range of practical assistance will be available to all private sector customers, where resources permit. As well as improving home energy and reducing fuel poverty, which is covered in part 4, priority will be given to:
- households in common ownership properties, particularly flats, where owners need to work together to carry out shared works
 - older and more vulnerable people
 - those with a disability
 - people living in priority areas (see Part 1)
 - households living in non-traditional type housing

3.3.2 A range of information and advice leaflets will be available on www.clacksweb.org.uk for homeowners to access.

3.3.3 Practical assistance covers a wide range but can include property inspection to assess specific repairs works, advice on preventative maintenance, meeting with residents' groups, practical advice on specifying works needed and on appointing contractors.

3.3.4 In common blocks of flats, resource permitting, the Council can work with owners to establish an Owners' Association. This would involve assisting owners to work together to establish the overall condition of their block, how to arrange works and how costs should be distributed between owners.

3.3.5 Maintenance Plans & Accounts

The Council may also, resource permitting, assist owners in setting up a Maintenance Plan for properties in a common block. The plan would cover a period up to 5 years and detail the works required to keep the block to reasonable standard of repair. Advice could also be given on how to set up a communal maintenance account to save collectively for shared works.

3.3.6 Missing Share

Where common repair works are being organised by a group of owners and progress is hampered because there is an owner who cannot be found (absent owner), an owner is unable to pay (or it seems unreasonable for them to pay), the Council may choose to pay the missing share into an existing maintenance account. If the share is paid by the Council this will be recovered from the missing owner by placing a repayment charge on the title deeds of their property.

3.3.7 Housing Renewal Areas

Specific areas of interest across Clackmannanshire, such as town centres, may be designated as Housing Renewal Areas (HRAs). This will enable the Council to target poor property conditions and overall amenity of the area with potential for demolition if necessary. This will be considered where property conditions are significantly substandard and alternative options to encourage owners to take responsibility for their properties have failed, or are considered to be unlikely to succeed.

3.3.8 Lead Water Pipes

The Private Sector Housing team can give information and advice to owners who are replacing lead water pipes but no financial assistance is available.

3.3.9 Private Water Supplies

Specific regulations relate to houses served by private water supplies. Advice on this can be sought from the Council's Environmental Health team.

3.4 Financial Assistance

3.4.1 Funding available to provide financial assistance to homeowners is very limited, and must be targeted to where it is most needed to help the Council achieve the priority objectives.

3.4.2 Owners have options available to them to fund repair and improvement works. These include:

- Personal savings
- Commercial loan products (often secured on the property, such as extending mortgages and equity release schemes)
- Grants from the Council or other agencies, such as Historic Scotland, Energy Companies and charitable organisations
- Green Deal and other Government energy efficiency initiatives.

3.4.3 Homeowners who are having difficulty meeting the cost of repairs, maintenance or improvements to their home can obtain advice and information from the Private Sector Housing Team. Whilst the Council cannot provide legal or financial advice, it can give general information and signpost people to where this type of advice can be found.

Owners should always seek independent financial advice before agreeing to any loan.

3.4.4 Although there is no requirement for the Council to give owners financial assistance with the cost of repairs works, the Council may issue grant to particular priority cases, depending on the availability of resources. The priority works for assistance are outlined in section 1.4.

3.4.5 For works deemed as a priority, that have been approved for grant funding, 50% of the eligible works costs may be covered by grant. The Council's Test of Resources, detailed in appendix 1, may apply to the remaining 50%. The maximum grant which can be received will be £5,000. No further grant can be allocated to the property within a 10 year period. When a grant is issued, a notice of repairs grant will be registered against the title of the property, this incurs a £60 charge for amended a property's title deeds which must be paid by the owner of the property.

3.4.6 Any financial assistance for repair or renewal of a roof will also require loft insulation to be renewed or upgraded and adequate roof ventilation is provided in accordance with current Building Standards technical

guidance³. The Council's Home Energy Strategy Officer can advise on possible funding available for insulation.

3.5 Empty Homes

3.5.1 Shelter Scotland, in partnership with the Scottish Government, operate the Scottish Empty Homes Partnership. This Partnership provides information and advice to owners of privately owned, long term empty homes to bring these properties back into use. Empty homes are defined as having been unoccupied for a minimum of 6 months.

3.6 Door Entry Programme

3.6.1 As highlighted in 1.4 priority for financial assistance is given to common repairs and some improvement works to blocks with Council properties where proposed works are needed to allow the Council to meet the required Scottish Housing Quality Standard (SHQS).

3.6.2 In these circumstances owners will be offered the same level of grant as detailed in 3.4.5, with the exception of private landlords. Registered private landlords who own and let 1 property, with a current gas safety certificate where applicable and working smoke alarms, will be offered a flat rate grant of 25% towards the cost of a door entry system installation. Registered private landlords owning more than one property are not eligible for any financial assistance.

3.7 Appeals Process

3.7.1 Owners who do not agree with the outcome of an application for financial assistance can make an appeal to the Head of Housing and Community Safety, who will review the decision. This may be delegated to an appropriate senior officer.

3.7.2 The applicant will be notified of the outcome and, if they are not satisfied, the appeal can be pursued further through the Council's complaints procedure.

3.8 Enforcement Action

3.8.1 The aim of the Assistance Scheme is to promote owner responsibility, with minimal statutory intervention. The Council will encourage owners to be responsible with regard to property repairs and maintenance. However, there may be situations where enforcement action is necessary, for example, to enable the Council to deal with emergency/urgent works or address issues of public safety, or to assist

³ As specified in Section 6 (Energy) and Section 3 (Environment) of the Domestic Technical Handbook providing guidance on achieving the standards set in the Building (Scotland) Regulations 2004

owners in dealing with common repairs where they have been unable to obtain the agreement of their neighbours.

- 3.8.2 In instances where enforcement becomes the only option, the type and level of action will be determined by both the severity of the problem and the commitment made by the owner(s) to addressing the problem.
- 3.8.3 Where the Council has to carry out works to meet the minimum Scottish Housing Quality Standard (SHQS) and this work is blocked by owners not participating then enforcement action will be considered.
- 3.8.4 If initial attempts to engage with owners to undertake works prove unsuccessful, the Council may need to consider issuing a Work Notice on owners to ensure repairs are carried out. To support any potential need for a Work Notice an independent survey will be instructed to establish the full extent of the works required.
- 3.8.5 Where the properties are found to be below the tolerable standard or in a state of serious disrepair, a Work Notice will be issued to owners and all interested parties detailing the works necessary to bring the properties back up to a reasonable standard, at least the tolerable standard, and a timescale by which the work is required.
- 3.8.6 If the owners fail to comply with the Notice, the Council may arrange to carry out the work on their behalf and recover all relevant costs, including an administrative fee and VAT.

3.9 Notices

- 3.9.1 The Council may take enforcement action by issuing a Work Notice⁴ where necessary to ensure that BTS failures and serious disrepair issues are addressed. In certain cases, the Council may instead use different pieces of legislation, such as the Tenements (Scotland) Act 2004 and the Title Conditions Act 2003.
- 3.9.2 The Council may issue a Maintenance Order⁵ to ensure the property is kept in a reasonable state of repair. This requires owners to submit a Maintenance Plan and, if one is not submitted, the Council may issue such a Plan on behalf of an owner and recover all necessary costs.
- 3.9.3 If a problem has been identified within common parts of a building, owners should first attempt to contact their co-owners. If they share responsibility for upkeep of the property, they should try to discuss and agree how repairs can be carried out. If they require advice regarding how to arrange or pay for this repair, they should contact the Private Sector Housing Team.
- 3.9.4 If agreement cannot be reached with the owner, the Private Sector Housing Team may take enforcement action to ensure works are

⁴ as per section 30 of the Housing (Scotland) Act 2006

⁵ as per section 42 of the Housing (Scotland) Act 2006

carried out. All necessary costs incurred will then be recovered from the owner, this may involve placing a repayment charge on the title deeds of a property to ensure the costs are recovered by the Council, even if the property is sold.

3.9.5 The Council may carry out necessary works where owners are reluctant to do so, and will recover costs from the owners. The Council may also cover the proportion of costs attributed to a 'missing' owner (where an owner cannot be identified or contacted)⁶. Assistance may also be provided by the Council to help common owners set up a maintenance account for future common repairs.

3.10 Repayment Charges

3.10.1 If a Work Notice is served on a property instructing owners to take action to deal with BTS failures or serious disrepair issues a repayment charge is placed on the title deeds of a property to ensure the Council recovers its costs, which include an administration fee to cover expenses incurred and interest rates.

3.10.2 A repayment charge enables the Council to determine a reasonable repayment period, as amended by the Housing (Scotland) Act 2014, of between 5 and 30 years. A repayment period will be agreed with the owner, if the repayment plan is not kept too, the outstanding costs will be recovered when the property is sold. In terms of financial ranking against a property, a repayment charge ranks higher than a mortgage, therefore the amount will be repaid prior to any other outstanding debt.

3.10.3 If there is any remaining balance of cost unmet by an owner, or if an owner will not participate in the works, the Council will recover the unpaid share of costs through a charge on the property⁷. This will include an administration fee to cover expenses incurred and interest charges.

3.11 Appeals Process

3.11.1 Details of the appeals process are outlined on each enforcement notice. Any appeal must be made within 21 days from the date the notice was served. Enforcement action will be suspended until the outcome of the appeal is known.

3.11.2 If a Work Notice suggests a repayment period of less than 30 years, the owner has the right to appeal this decision.

⁶ as per sections 50 and 51 of the Housing (Scotland) 2006 Act.

⁷ as per section 172 of the Housing (Scotland) Act 2006

Part 4 Energy Efficiency

still to be updated

4.1 Information and Advice

4.1.1 The Council is committed to ensuring all residents are able to heat their home to a comfortable level at an affordable cost. The Council is also committed to reducing greenhouse gas emissions from domestic properties. Council's, through their Local Housing Strategies and other associated policies, have been tasked with developing a range of ways to ensure, so far as reasonably practicable, that people do not live in fuel poverty. The Scottish Government's target to achieve this is by 2016. As part of this work, Clackmannanshire Council has a dedicated Home Energy Strategy Officer.

4.1.2 Fuel poverty is an area of major concern for the Council. A person, or household, is said to be in fuel poverty if they spend more than 10% of their income to maintain a satisfactory heating regime.

4.1.3 The Council's Home Energy Strategy Officer delivers a range of information and advice on energy efficiency to all Clackmannanshire residents. This includes:-

- Fuel bills, fuel debt and behavioural change
- Thermal insulation
- Central heating efficiency
- Renewable energy
- Green Deal Occupancy Assessments
- Energy Performance Certification
- Grants and loans associated with energy efficiency and improvement

4.1.4 The Home Energy Strategy Officer can provide signposting to various local and national energy efficiency schemes, as well as more specialised agencies and services where required. The Council may target particular areas for a targeted approach to advice and assistance.

4.1.5 A wide range of information and advice is available both on the Council's website and in leaflet form. A referral may be made to partner agencies, such as the Energy Saving Scotland advice centre.

4.2 Practical Assistance

4.2.1 The Home Energy Strategy Officer may carry out home visits to give personalised advice and support. This may include a tailored energy efficiency survey of the property to establish how individual households

can make best use of their heating systems and encourage a positive change of behaviour towards home energy.

4.3 Financial Assistance

- 4.3.1 The Home Energy Strategy Officer can provide signposting and assistance with accessing various external grants and other sources of funding.
- 4.3.2 Private tenants may be able to access grants for central heating and insulation through Government initiatives, if they meet the eligibility criteria and have their landlord's permission to have the work carried out. The Council's Home Energy Strategy Officer can provide further advice in relation to this.
- 4.3.3 The Council may, subject to funding being available, issue specific grants or loans to homeowners to help improve energy efficiency in their homes. Additional guidance will cover any schemes in operation and details can be obtained from the Home Energy Strategy Officer.
- 4.3.4 Grants from the Council for energy works are generally not available for private landlords although they may benefit from particular area based initiatives being undertaken by the Council. Private Landlords have access to the Landlord's Energy Saving Allowance (LESA), an income tax allowance for capital expenditure on improvements to property insulation. There may also be funding opportunities from the Government.

Part 5 Private Tenants and Landlords

5.1 Private Landlord Registration

- 5.1.1 Almost all landlords who let property are required to be registered with the national landlord register, set up by Scottish Government. The aim of registration is to ensure all landlords have passed a fit and property person test, best practice information is shared amongst landlords and that the worst landlords in the sector are tackled by ensuring they deal with antisocial behaviour and property conditions.
- 5.1.2 Registration lasts for 3 years, after which it must be renewed if landlords still let property, and each individual property you let must also be registered. Registration costs £55 per landlord and £11 for each property registered. Further information is available on www.landlordregistrationscotland.gov.uk.
- 5.1.3 It is against the law to let a house without being registered. Landlords who operate and are not registered risk a maximum fine of up to £50,000. The Council will take action against landlords who are found to be letting property and are unregistered.

5.2 Repairing Standard

- 5.2.1 Landlords have a duty to ensure that any house they rent meets the basic standard of repair; the 'repairing standard'. Details of the Repairing Standard are listed in appendix 1.
- 5.2.2 If a tenant believes that their rented house does not meet that standard, they can contact the Private Rented Housing Panel. After investigation, the landlord may be required to carry out the necessary repairs. Various penalties apply if the landlord then does not do so. Contact details can be found in appendix 2.

5.3 Financial Assistance for Private Landlords

- 5.3.1 Priorities for financial assistance are highlighted in 1.4 and level of grant offered, resource permitting, is detailed in 3.4.5. The only exception to this, as confirmed in 3.6.2, is in relation to the installation of door entry system works to allow the Council to meet the required Scottish Housing Quality Standard (SHQS), whereby registered private landlords who own and let 1 property, with a current gas safety certificate where applicable and working smoke alarms, will be offered a flat rate grant of 25% towards the cost of a door entry system installation. In exceptional circumstances this may be increased to 50% where particular hardship can be evidenced. Registered private landlords owning more than one property are not eligible for any financial assistance.

5.4 **Disabled Adaptations for Private Tenants**

- 5.4.1 Private landlords have a duty, under the Disability Discrimination Act 1995, to take reasonable steps to help disabled tenants. This could involve helping with small adaptations or equipment such as taps, door handles or grab rails.
- 5.4.2 Private tenants can apply for a grant for larger adaptations based on their needs where they have been assessed by Social Services (see Part 2 Adaptations for People with a Disability).
- 5.4.3 Under the Housing (Scotland) Act 2006, landlords cannot unreasonably refuse permission for an adaptation to be made for a disabled occupant who has applied for consent to do so. However, tenants must obtain the consent of their landlord before they apply for a grant.

Definitions

Below Tolerable Standard (BTS)

The 'tolerable standard' is the measure of housing quality used to determine whether a property meets a minimum acceptable living standard. A property meets the tolerable standard if it:

- is structurally stable;
- is substantially free from rising or penetrating damp;
- has satisfactory provision for natural and artificial lighting, for ventilation and for heating;
- has satisfactory thermal insulation;
- has an adequate piped supply of wholesome water available within the house;
- has a sink provided with a satisfactory supply of both hot and cold water within the house;
- has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house;
- has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and suitably located within the house;
- has an effective system for the drainage and disposal of foul and surface water;
- in the case of a house having a supply of electricity, complies with the relevant requirements in relation to the electrical installations for the purposes of that supply;
 - 'the electrical installation' is the electrical wiring and associated components and fittings, but excludes equipment and appliances;
 - 'the relevant requirements' are that the electrical installation is adequate and safe to use
- has satisfactory facilities for the cooking of food within the house; and
- has satisfactory access to all external doors and outbuildings.

Financial Assistance

Details of the various types of financial assistance for homeowners and tenants, available from the Council are given in the Statement. The Council cannot give financial advice but will signpost customers to agencies which can.

Maintenance Orders/Plans

Where there is evidence that the longer term maintenance of the property is absent, the Council will consider serving a Maintenance Order (section 42). This requires the owner(s) to prepare a maintenance plan to ensure the property is kept in a reasonable state of repair for a period up to 5 years. The plan will set out the work to be undertaken over the specified period of time, when it will be taken, and the costs of implementing the plan. The Council will offer appropriate advice and assistance at this point.

Where a Maintenance Order applies to 2 or more properties, there will be a requirement of all owners to prepare a joint maintenance plan in respect of any common parts with costs apportioned to each owner.

The Council may approve, reject, vary or revoke the maintenance plan. Where no plan has been submitted by the owner(s) within the specified timescale, the Council may devise one.

Practical Assistance

Will normally be offered after a client request or if enforcement action is taken and may include:

- organising stair meetings to facilitate common repairs
- assistance to prepare maintenance plans
- site inspection of a particular repair issues
- involvement by the Council's Care & Repair Service

Repairing Standard

A house meets the repairing standard if:-

- it is wind and watertight and in all other respects reasonably fit for human habitation,
- the structure and exterior of the house (including drains, gutters and external pipes) are in a reasonable state of repair and in proper working order,
- the installations in the house for the supply of water, gas and electricity and for sanitation, space heating and heating water are in a reasonable state of repair and in proper working order,
- any fixtures, fittings and appliances provided by the landlord under the tenancy are in a reasonable state of repair and in proper working order,
- any furnishings provided by the landlord under the tenancy are capable of being used safely for the purpose for which they are designed, and
- the house has satisfactory provision for detecting fires and for giving warning in the event of fire or suspected fire.

Test of Resources

This is the method applied to determine a person's ability to pay where a grant may be given by the Council. The Test used in Clackmannanshire is directly linked to the Council Tax Reduction Scheme. For mandatory disabled adaptations, clients in receipt of passported benefits specified in the legislation will be entitled to 100% grant towards eligible costs. This is subject to change (see below).

Anyone wishing to be considered for a grant must sign a mandate to allow the Council Tax benefit records to be used for this purpose. The percentage of Council Tax Reduction given at the time of application is applied to eligible works costs, to calculate the level of grant awarded. Application for Private Sector Housing Grant can be made directly to the Private Sector Housing Team.

The Council Tax Reduction Scheme is a national means test which, as part of its calculation, compares net income with nationally set applicable amounts and premiums, that take into account family and other financial circumstances such as age, disability etc. Changes to the test which may have to be made as a result of the move to Universal Credit which will be introduced from October 2013 will be publicised on the Council's website or will be available from the Council's offices.

Advice

This will normally be given after a client contacts the office either by telephone or in person, but will also be made available should enforcement action be taken. Relevant information will also be made available on the Council's website and in various leaflets. This may include information on:

- dealing with various technical issues
- referral to a specific service or partner
information on accessing various forms of funding for repairs and/or adaptations
- ongoing press articles

Work Notices

Enables remedial action in instances of short term, one off disrepair problems will be enforced by a Work Notice. This will specify the reason for issuing it, the work required, the standard the property must meet on completion and the period of time for completion (section 30).

The Council may suspend, extend the time limit of, or revoke a Work Notice. When works are complete, the owner(s) may apply to the Council for a completion certificate. This will be granted when the Authority is satisfied works have been complete and any expenses incurred are fully paid (section 59).

Empty Homes

Homes which are unoccupied and are likely to remain unoccupied. Long term empty homes are those which have been unoccupied for at least 6 months.

Factoring

Where a property factor (private business, local authority or housing association) manage or maintains land, including building, owned by 2 or more persons for residential purposes

Housing Renewal Areas (HRAs)

Housing Renewal Area can be designated where the following criteria have been identified and require to be addressed;

- housing is sub-standard,
- to bring it into and keep it in a reasonable state of repair (which must at least meet the tolerable standard); or
- the appearance or state of repair of houses is adversely affecting the amenity of the area, to enhance it.

Appendix 2

Housing Strategy for Clackmannanshire 2012-17: Priorities and key actions relating to Scheme of Assistance*

Best Use of Existing Housing

- Maintain a programme to bring private sector empty homes back into use
- Improve quality across the private rented sector, encouraging training and accreditation

Support for Independent Living

- Launch a redesigned care and repair service

Specialist

- Define the need for specialist housing within first year and agree best way to supply gaps in provision
- Review the adaptations service across all tenures

Energy Efficiency and Fuel Poverty

- Implement the Affordable Warmth and Home Energy Action Plan
- Continue to maximise funding from Government and utility company initiatives to help households improve the energy efficiency of their home
- Continue to provide match funding where possible, to maximise income

Improving Neighbourhoods

- Implement area plans with partners, targeting resources to the Council's priority areas
- Develop action plans for Alloa, Sauchie and Alva town centres and prioritising areas where housing management initiatives are established
- Enforce responsibilities of tenants and owners
- Review the private sector Scheme of Assistance and target funds to tackle disrepair
- Work with Clacks Third Sector Interface to consider services that may be better provided by voluntary sector
- Explore the role of the social enterprise approach to improve the look of neighbourhoods and improve employment and skills opportunities

*As March 2013

Useful Contact Details

Clackmannanshire Council

Kilncraigs
Greenside Street
Alloa FK10 1EB
Tel: 01259 450000
website: www.clacksweb.org.uk

Other Agencies

AgeScotland

Causewayside House
160 Causewayside
Edinburgh EH9 1PR
Tel: 0333 32 32 400

C-Mee

Room 81
Alloa Business Centre
Whins Road
Alloa FK10 3SA
Tel: 01259 726686

Historic Scotland

Investment and Projects Team
Room 2.6, Longmore House
Salisbury Place
Edinburgh EH9 1SH
Tel: 0131 668 8801

Scottish Association of Landlords (SAL)

Hopetoun Gate
8b McDonald Road
Edinburgh EH7 4LZ
Tel: 0131 564 0100
website: www.scottishlandlords.com

Landlord Accreditation Scotland (LAS)

25 Maritime Street
Edinburgh EH6 6SE
Tel: 0131 553 2211
website: www.landlordaccreditationscotland.com

Private Rented Housing Panel

Europa Building
450 Argyle Street
Glasgow G2 8LH
Tel: 0141 242 0142
website: www.prhpscotland.gov.uk

Qualifying criteria for adaptations

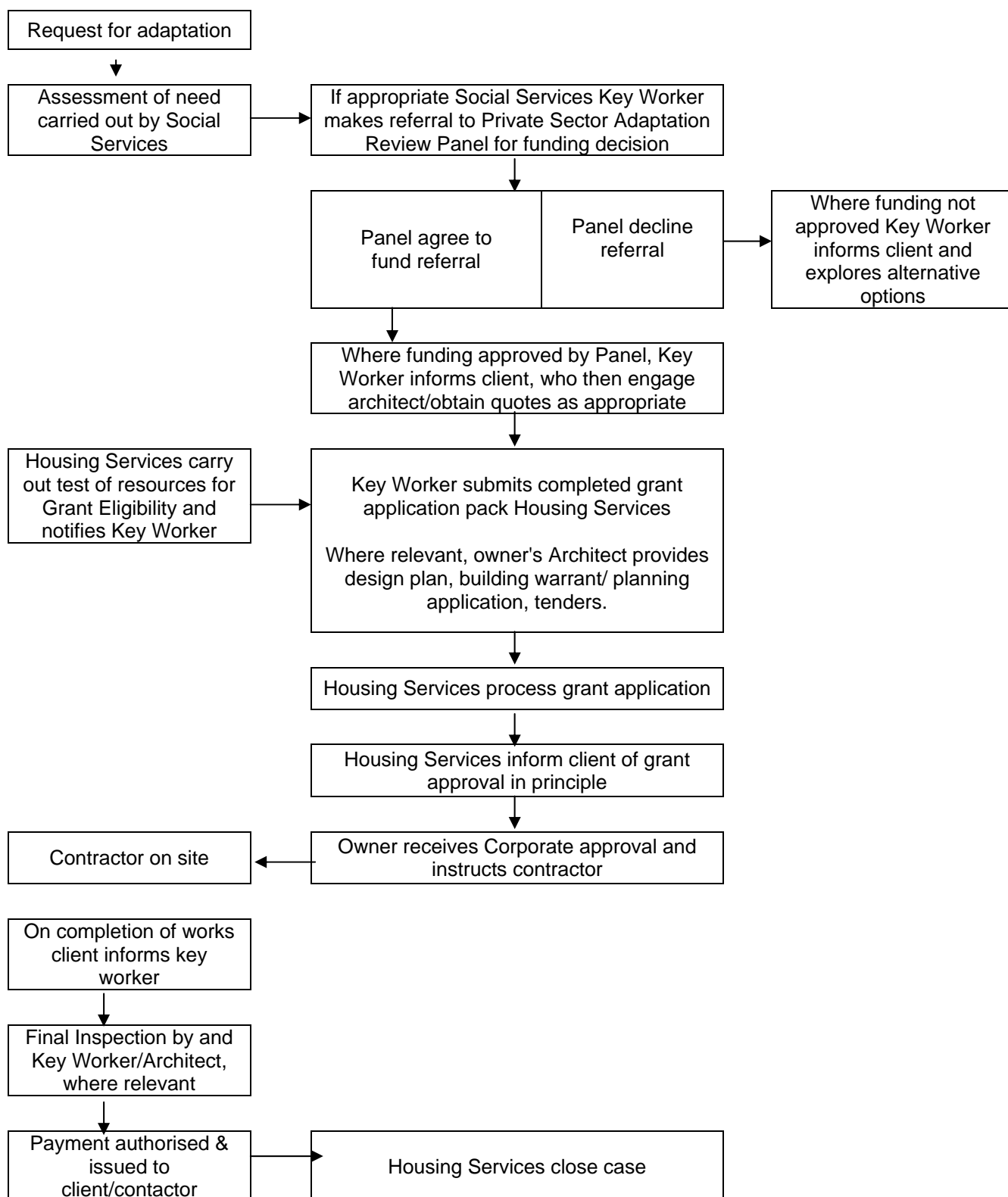
- 1 The person for whom the adaptation is being considered must be a disabled person, as defined in legislation (Disabled Discrimination Act 1996).

Circumstances may occasionally occur where provision of equipment/adaptation is necessary to overcome temporary disability.

- 2 The assessor concludes that the equipment/adaptation is necessary i.e. where appropriate; the first choice is for the disabled person to receive rehabilitation or training in alternative techniques to carry out a daily living activity, rather than rely on equipment/adaptations. Through assessment process, the needs of carers will also be considered.
- 3 The purpose of providing the equipment/adaptation is to increase or maintain the functional independence of a person with substantial or long term disabilities. The form of provision will be dependent on the service user's needs in relation to the disability and the technical feasibility of the site.
- 4 Account will be taken of preferences expressed by a service user, and the assessor should seek agreement about the type of provision with the service user, carer, other members of the household and, if appropriate, other agencies. the GP or District Nurse.
- 5 Equipment and adaptations are provided in the most cost effective way. Where an individual wishes a more expensive solution they, or a third party, would be expected to fund the difference.
- 6 Equipment and adaptation are within the scope of Self Directed Support. From the assessment of need for equipment or adaptations, people who are considered eligible for self-directed support can choose to request the funding and purchase the item or service themselves.
- 7 Written instructions/manufacturers instructions for equipment will be left with the service user, including advice on what to do if something goes wrong. All equipment issued will be demonstrated to the person.
- 8 Equal opportunities: ethnic and cultural aspects of the household will be considered. As part of the assessment process, the usual practices of the person with disabilities and their household will be taken into account

Appendix 5

Procedure for Major Adaptation Works



Appendix 2 - Summary of proposed changes August 2015

Scheme of Assistance Approved March 2013/August 2014	Scheme of Assistance Proposals August 2015
1.3.2 Provision of Supported Owners' Service	Delete. Funding not available.
1.4.2 Initiatives to bring empty properties into residential use	Delete. Funding not available
1.4.3 The Council will develop supplementary guidance on such cases, as they arise.	Delete
	General amendment throughout to change exception decisions to be taken by Head of Service to decision to be approved in line with the Scheme of Delegation, depending on level of funding required.
2.5.2 Following the assessment, the decision on whether an adaptation is mandatory or discretionary is made by the Private Sector Adaptation Review Panel, which includes officers from Social Services and Housing and meets on a monthly basis.	More detail to aid clarity 2.5.2 Following the assessment, a referral for funding is submitted to the Private Sector Adaptation Review Panel, which includes officers from Social Services and Housing and meets on a monthly basis, who make a decision on whether an adaptation is mandatory or discretionary. Grant funding will only be considered for medically essential adaptations which are provided to a person's only, or main, home.

